

Attachment

An attachment is a document that is part of the business letter. It adds or further describes the information within the letter. Some examples include a spreadsheet that provides a visual explanation of financial billing or forecasts, a chart that gives a graphic view of the business trends or a budget. When sending an attachment, include the word, "Attachment" on the bottom right side of the letter with a semi-colon and the number of the attachment, or you could add in the body of the letter that the item is attached.

Enclosure

An enclosure is a document that is in addition to the business letter. It can stand alone as its own document and does not require the business letter to explain what the document is or how to interpret it. When sending an enclosure in a business letter, place the letters "Enc" with a semi-colon or write the word "Enclosure" at the bottom of the letter on the left-hand side. Then put the name of the document. This alerts the reader that a second document is included in the correspondence.