

Naam afzender
Straat en huisnummer afzender
Postcode en plaats afzender

Naam ontvanger
Straat en huisnummer ontvanger
Postcode en plaats ontvanger

Plaats en datum

Betreft: voorbeeld zakelijke brief

Geachte heer/ mevrouw (Naam),

De zakelijke brief heeft een standaard indeling. In deze brief geven we in het kort weer wat de standaard indeling en opmaak is van de zakelijke brief.

Helemaal boven in de zakelijke brief staan de gegevens van de verzender van de brief. Dit zijn minimaal de naam, het adres, de postcode en de woonplaats. Wanneer het een bedrijf betreft wordt de bedrijfsnaam vermeld. Hieronder volgen de gegevens van de ontvanger, wederom de naam, het adres en de postcode, woonplaats. Wanneer de ontvanger een bedrijf is, worden de bedrijfsnaam en de naam of afdeling van de ontvanger vermeld.

Het volgende onderdeel is de Plaats en de datum. De plaats wordt met een hoofdletter geschreven, gevolg door een komma en de datum. De maand kan zowel in cijfers of voluit geschreven. Je volgt het document met de betreft regel waarin het onderwerp van de brief staat.

De brief start je met de aanhef. Over het algemeen wordt hier Geachte heer/ mevrouw vermeld en indien bekend volgt daarna de naam. De eerste alinea is de inleiding van de brief. Vervolgens komen de vervolg alinea's en sluit je af met de slotalinea.

Na de inhoud van de brief volgt de groet, daar wordt over het algemeen "Met vriendelijke groet" gebruikt. Daarna sluit je af met de naam en de handtekening.

Met vriendelijke groet,

Naam afzender
Handtekening afzender

Bijlage: Voorbeeld zakelijke brief

Brief Aan Een Nieuwe Werkloze

S Marginson



Brief Aan Een Nieuwe Werkloze:

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