

# whats business letter

**whats business letter** is a fundamental aspect of professional communication that plays a vital role in various business contexts. A business letter is a formal document used to convey information, requests, or notifications between individuals, companies, or organizations. Understanding what constitutes a business letter, its types, structure, and best practices is essential for effective communication in the corporate world. This article will delve into the definition of a business letter, explore its different types, outline its components, and provide tips for writing effective letters. Furthermore, we will discuss common use cases and the significance of maintaining professionalism in business correspondence.

- Understanding Business Letters
- Types of Business Letters
- Structure of a Business Letter
- Best Practices for Writing Business Letters
- Common Use Cases for Business Letters

## Understanding Business Letters

A business letter is a formal document used for communication between parties in a professional setting. It serves various purposes, including making requests, providing information, or conveying decisions. The tone of a business letter is typically formal and respectful, reflecting the professionalism expected in business communications. Understanding the importance of a business letter is crucial for anyone engaged in professional correspondence.

Business letters are often used in situations where a record of communication is needed, such as applying for a job, addressing customer complaints, or negotiating contracts. Unlike emails, business letters have a more structured format, which adds to their formality and seriousness. In addition to conveying information, a well-crafted business letter can enhance the sender's credibility and the recipient's perception of the organization.

# Types of Business Letters

There are several types of business letters, each serving a distinct purpose. Knowing the different types can help you choose the appropriate format and language for your communication. Below are some of the most common types of business letters:

- **Cover Letter:** Accompanies a resume in job applications, highlighting the applicant's qualifications and interest.
- **Letter of Recommendation:** Written to endorse someone's skills and qualifications, often for job applications or academic pursuits.
- **Inquiry Letter:** Used to request information or clarification from another party.
- **Complaint Letter:** Addresses issues with products or services and requests resolution.
- **Resignation Letter:** Formal notice from an employee to their employer regarding their intent to leave the job.
- **Acceptance Letter:** Confirms acceptance of a job offer or agreement.

Each type of business letter has specific guidelines regarding tone, structure, and content. Tailoring your letter to its intended purpose will improve the effectiveness of your communication. For instance, a cover letter should focus on qualifications and motivation, while a complaint letter should clearly state the issue and desired resolution.

## Structure of a Business Letter

The structure of a business letter is critical to its effectiveness. Generally, a business letter follows a standard format that includes the following components:

- **Sender's Address:** The sender's address is typically placed at the top of the letter, aligned to the left or right, depending on the format.
- **Date:** The date the letter is written should be included below the sender's address.

- **Recipient's Address:** This includes the recipient's name, title, company name, and address.
- **Salutation:** A formal greeting, such as "Dear Mr./Ms. [Last Name]," should be used.
- **Body:** The main content of the letter, which includes an introduction, main message, and conclusion.
- **Closing:** A formal closing statement such as "Sincerely" or "Best regards" precedes the signature.
- **Signature:** The sender's handwritten signature (if printed) followed by their typed name and title.

Each of these components serves a specific function and contributes to the professionalism of the letter. For instance, the choice of salutation and closing can set the tone for the entire correspondence, making it essential to choose them wisely.

## Best Practices for Writing Business Letters

When writing business letters, adhering to best practices can enhance clarity and effectiveness. Here are some key tips to consider:

- **Be Clear and Concise:** Use straightforward language and get to the point quickly to ensure the reader understands your message.
- **Use a Formal Tone:** Maintain professionalism by avoiding casual language or slang.
- **Proofread:** Always review your letter for grammar, spelling, and punctuation errors before sending it.
- **Be Polite and Respectful:** Use courteous language, especially when making requests or addressing complaints.
- **Stay Structured:** Follow the standard format to maintain professionalism and clarity.

Implementing these best practices can help you craft effective business letters that convey your message clearly while maintaining a professional image.

# Common Use Cases for Business Letters

Business letters are utilized in numerous situations across various industries. Understanding the most common use cases can help you appreciate their importance in professional settings. Here are some scenarios where business letters are commonly employed:

- **Job Applications:** Applicants often submit cover letters alongside their resumes to express their interest in a position.
- **Professional Networking:** Individuals may write letters to connect with industry professionals or potential mentors.
- **Client Communications:** Businesses frequently send letters to clients to address inquiries, provide updates, or resolve issues.
- **Internal Communication:** Companies use letters for memos, policy changes, or announcements to employees.
- **Legal Matters:** Formal letters may be necessary for legal notifications, contracts, or agreements.

These use cases illustrate the versatility and significance of business letters in a variety of contexts, reinforcing their role as a key component of professional communication.

## Conclusion

Understanding what constitutes a business letter is essential for anyone involved in professional communication. By recognizing the types, structure, and best practices for writing business letters, individuals can enhance their communication skills and ensure their messages are conveyed effectively. Whether for job applications, client communications, or internal memos, mastering business letter writing is a valuable asset in any professional setting. As business environments continue to evolve, maintaining a strong grasp of effective communication methods remains crucial for success.

## Q: What is the purpose of a business letter?

A: The purpose of a business letter is to convey important information, requests, or notifications in a formal and professional manner. It is typically used for communication between individuals or organizations in a

business context.

### **Q: How do I format a business letter?**

A: A business letter should include the sender's address, date, recipient's address, salutation, body, closing, and signature. Maintaining a clear structure and formal tone is essential for professionalism.

### **Q: What are some common types of business letters?**

A: Common types of business letters include cover letters, letters of recommendation, inquiry letters, complaint letters, resignation letters, and acceptance letters. Each type serves a distinct purpose in professional communication.

### **Q: Why is it important to be concise in a business letter?**

A: Being concise in a business letter ensures that the message is clear and easily understood by the recipient. It respects the reader's time and highlights the key points without unnecessary information.

### **Q: Can I use informal language in a business letter?**

A: No, it is important to maintain a formal tone in a business letter. Using informal language can undermine professionalism and may not convey the appropriate respect for the recipient.

### **Q: What should I do before sending a business letter?**

A: Before sending a business letter, you should proofread it for grammar, spelling, and punctuation errors. Additionally, ensure that the content is clear, relevant, and follows the appropriate structure.

### **Q: How do I address a business letter to someone I don't know?**

A: If you do not know the recipient's name, you can use a general salutation such as "Dear Sir or Madam." If possible, try to find the recipient's name for a more personalized approach.

### **Q: What is the difference between a business letter and an email?**

A: A business letter is a formal, printed document used for professional communication, while an email is a digital message that can be less formal. Business letters typically follow a specific format and are used for more serious correspondence.

## Q: When should I use a business letter instead of an email?

A: You should use a business letter instead of an email for formal communications, such as job applications, legal notifications, or when a record of communication is needed. Business letters convey a sense of seriousness and formality that emails may lack.

## Q: How can I make my business letter stand out?

A: To make your business letter stand out, focus on clarity, professionalism, and personalization. Tailor your content to the recipient, use a strong opening statement, and ensure that the letter is well-structured and free from errors.

## Whats Business Letter

Find other PDF articles:

<http://www.speargroupllc.com/gacor1-01/files?dataid=PLY72-2225&title=5-1-volleyball-rotation.pdf>

**whats business letter: Correct Business Letter Writing and Business English** J. Turck Baker, 1927

**whats business letter:** *Business Letter Handbook* Michael Muckian, John A Woods, 1997-08-01  
With hundreds of ready-to-use model business letters that you can adapt for your own business correspondence! These clear, easy-to-follow sample letters cover the most important type of business correspondence: Proposals and requests for bids or information Claims, complaints, and policy statements Sales and solicitation letters And many more! They'll make your business communications quicker, easier, and more efficient by showing you how to create outstanding letters that get your point across—and get results you want. Effective phrases • Clear terminology • Proper format

**whats business letter:** *How to Write a Business Letter* Cecilia Minden, Kate Roth, 2012-08-01  
Learn how to write the perfect business letter.

**whats business letter: Business Letter and E-mail Writing: An Indexed Handbook** Bruce A. Hird, 2019-05-16 This book is a collection of nearly 250 shortened or adapted business letters that were actually emailed, faxed, or posted. While the letters vary in complexity and length, all samples are comprised of straightforward sentences that upper intermediate readers of English as a second language should have no difficulty understanding and using. The book should also be useful for native English speakers seeking a fundamental approach to written business communication and for teachers in need of business-writing source material and exercises. The book is divided into three parts: Part 1: Letter samples and answers to the exercises (usually letter revisions). Part 2: Exercises (original letters, situational assignments, and sequencing assignments). Part 3: Hotel and travel matters.

**whats business letter: How to Write a Business Letter** Charles Robert Wiers, 1909

**whats business letter: How to write a business letter in French; or, the art of Commercial Correspondence in French and English ... Pour composer une lettre d'affaires en français, etc , 1866**

**whats business letter:** Business Communication by Sanjay Gupta (SBPD Publications) Sanjay Gupta, 2021-06-28 An excellent book for commerce students appearing in competitive, professional and other examinations. CONTENT 1. Basic Forms of Business Communication, 2. Different Models and Processes of Communication, 3. Effective Communication, 4. Theories of Communication and Audience Analysis, 5. Self-Development and Communication, 6. Corporate Communication, 7. Barriers and Breakdowns in Communication, 8. Practices in Business Communication, 9. Principles of Effective Communication, 10. Writing Skills, 11. Written Business Communication, 12. Written Business Communication-Medium : Letters, 13. Kinds of Business Letters : Request Letters, 14. Good and Bad New Letters, 15. Persuasive Letters : Sales Letters and Collection Letters, 16. Office Memorandum and Circular, 17. Proposal and Report Writing, 18. Oral Presentation, 19. Non-Verbal Aspects of Communication, 20. Effective Listening, 21. Interviewing Skills, 22. Modern Forms of Communication, 23. International Communication, 24. international Communication Adopting to Global Business. SYLLABUS Unit I : Meaning and Objective of Business Communication, Forms of Communication, Communication Model and Process, Principles of Effective Communication. Unit II :Corporate Communication : Formal and Informal Communication, Networks, Grapevine, Barriers in Communication, Group Discussion, Mock Interviews, Seminars, Individual and Group Presentations. Unit III:Essential of Effective Business Letters, Writing Important Business Letters Including Correspondence with Bank and Insurance Companies. Unit IV:Oral & Non-verbal Communication : Principles of Oral Presentation, Factors Affecting Presentation, Effective Presentation Skills, Conducting Surveys. Body Language, Para Language, Effective Listening, Interviewing Skill, Writing Resume and Letter or Application. Unit V : Modern forms of Communication, International Communication, Culture Sensitiveness and Cultural Context, Writing and Presenting in International Situations.

**whats business letter:** **Business Correspondence'2000 Ed.** E. Baracerros, 2000

**whats business letter:** **Sharpen Your Business Letter Writing Skills** Sherri Mabry Gordon, 2012-01-01 Readers find out how to produce professional looking business letters. In addition, they'll learn how to write resumes, memos, proposals, reports, even e-mails and faxes. And once readers know how to write their business document, they'll find out the best way to present it as well as get it where it has to go.

**whats business letter:** *Business Communication According to National Education Policy - 2020* Sanjay Gupta, 2022-01-12 1.Process, Importance and Type of Communication, 2. Different Models and Process of Communication, 3. Barriers and Breakdowns in Communication, 4. Role, Effects and Advantages of Technology in Business Communication, 5. Non-Varbal Aspects of Communication, 6. Effective Listening, 7 .Effective Communication, 8. Principles of Effective Communication, 9. Interviewing Skills, 10. Practices in Business Communication, 11.Oral Presentation, 12. Writing Skills, 13. Written Business Communication, 14. Written Business Communication-Medium : Letters, 15. Office Memorandum and Circular, 16. Proposal and Report Writing.

**whats business letter:** *Business Organisation and Communication by Sanjay Gupta* Sanjay Gupta, 2020-07-03 1. Business Organisation : Nature and Concept, 2. Social Responsibility and Ethics, 3. Stages of Promotion of Business, 4. Sole Proprietorship or Sole Trade, 5. Partnership Including Provisions of Limited Liability Partnership Act, 2008, 6. Organisation of Co-operative Societies, 7. Company/Joint Stock Company, 8. Public Sector Enterprises, 9. Forms of Public Sector Enterprises, 10. Global Enterprises (Multinational Companies) and Public Private Partnership, 11. Business Communications : An Introduction, 12. Dimension, Directions and Channels of Communication, 13. Means of Communication : Verbal Communication, 14. SWOT Analysis, 15. Non-Verbal Communication, 16. Barriers in Communication, 17. Written Business Communication and Business : Letters, 18. Kinds of Business Letters : Request Letter, 19. Persuasive Letters : Sales Letter and Collection Letter, 20. Modern Forms of Communication, 21. International Communication Adapting to Global Business, 22. Group Communication Network, 23. Business Survey Report, Examination Paper.

**whats business letter:** **Business Communication by Sanjay gupta, jay Bansal - (English)**

Sanjay Gupta Jay Bansal , 2020-11-21 Unit-I 1. Nature of Communication, 2. Process of Communication, 3. Types of Communication, 4. Communication : Basic Forms, 5. Barriers in Communication, Unit-II 6. Business Correspondence, 7. Quotation/Order Letters/Tenders, 8. Persuasive Letters : Sales Letters and Collection Letters, 9. Claim Letters, 10. Adjustment Letters, 11. Social Correspondence, 12. Memorandum [Memo], 13. Notice/Agenda/ Minutes, 14. Job Application Letters, 15. Cover Letters, 16. Credit Letters, 17. Enquiry Letters, 18. Resume, Unit-III 19. Report Writing, 20. Business Report, 21. Status Report, 22. Analytical Report, 23. Inquiry Report, 24. Newspaper Report, Unit-IV 25. Common Errors in English, Unit-V 26. Presentation (Oral/Power Point/Visual Aids).

**whats business letter:** Business Communications (According to NEP - 2020) Sanjay Gupta, 2022-12-27 1. Process, Importance and Type of Communication, 2. Different Models and Process of Communication, 3. Barriers and Breakdowns in Communications, 4. Role, Effect and Advantages of Technology in Business Communication, 5. Non-Verbal Aspects of communications, 6. Effective Listening, 7. effective Communication, 8. Principles of Effective Communication, 9. Interview Skills, 10. Practices in Business Communication, 11. Oral Presentation, 12. Writing Skills, 13. Written Business Communication, 14. Written Business Communication - Medium : Letters, 15. Office Memorandum and Circular, 16. Proposal and Report Writing.

**whats business letter:** *Business Communication - SBPD Publications* Sanjay Gupta, 2022-02-17 1. Basic Forms of Business Communication, 2. Different Models and Processes of Communication, 3. Effective Communication, 4. Theories of Communication and Audience Analysis, 5. Self-Development and Communication, 6. Corporate Communication, 7. Barriers and Breakdowns in Communication, 8. Practices in Business Communication, 9. Principles of Effective Communication, 10. Writing Skills, 11. Written Business Communication, 12. Written Business Communication-Medium : Letters, 13. Kinds of Business Letters : Request Letters, 14. Good and Bad New Letters, 15. Persuasive Letters : Sales Letters and Collection Letters, 16. Office Memorandum and Circular, 17. Proposal and Report Writing, 18. Oral Presentation, 19. Non-Verbal Aspects of Communication, 20. Effective Listening, 21. Interviewing Skills, 22. Modern Forms of Communication, 23. International Communication, 24. International Communication Adopting to Global Business.

**whats business letter:** *NEP Personality Development And Communication 2nd Sem (SEC-2)* Prof. (Dr. ) J. K. Sharma , Sanjay Gupta, 2024-07-24 1. Business Communication 2. Written Business Communication 3. International Communication 4. Business Letter Writing 5. Electronic Communication 6. Office Memorandum and Circular 7. Non-Verbal Aspects of Communication 8. Report Writing 9. Barriers and Breakdowns in Communication 10. Importance of Listening 11. Leading And Leadership 12. Work Conflict Management 13. Negotiation 14. Selling Skills

**whats business letter:** **Analysis of letter-writing** Calvin Townsend, 1875

**whats business letter:** **BUSINESS COMMUNICATION (English Edition)** Dr. Balwant Singh, Dr. Puneet Mishra, 2021-01-06 Improve your business communication skills with the English edition e-Book, Business Communication. Tailored for B.Com 1st Semester students in U.P. State Universities, this comprehensive resource, published by Thakur Publication, aligns with the common syllabus. Dive into the world of professional communication, exploring topics such as effective writing, presentation skills, and interpersonal communication. Enhance your ability to convey ideas clearly and professionally in the business environment.

**whats business letter:** **The Lincoln Library of Essential Information** , 1929

**whats business letter:** Goyal's ISC Business Studies Question Bank with Model Test Papers for Class 12 Semester 2 Examination 2022 Goyal Brothers Prakashan, 2022-01-01 Goyal's ISC Business Studies Question Bank with Model Test Papers for Class 12 Semester 2 Examination 2022 CISCE's Modified Assessment Plan for Academic Year 2021-22 Reduced and Bifurcated Syllabus for Semester-2 Examination Chapterwise Summary and Important Points Chapterwise Question Bank having all varieties of expected Questions with answers for Semester-2 Examination to be held in March-April, 2022 Specimen Question Paper (Solved) for Semester-2 Examination issued by CISCE 5 Model Test Papers based on the latest specimen question paper issued by CISCE for Semester-2



Examination to be held in March-April, 2022 Goyal Brothers Prakashan

**whats business letter:** *Technical Writing and Professional Communication* Baalaaditya Mishra, 2025-01-03 Technical Writing and Professional Communication is divided into two parts: Technical Communication and Professional Communication. This comprehensive guide covers essential chapters on technical communication, followed by the most important aspects of professional communication. We all know that communication is an integral part of our lives, whether via text or speaking, to convey our thoughts and feelings to others. Different communication skills are needed for various situations. For example, we use informal communication with family and friends, but for job interviews, business meetings, or interactions with teachers, formal communication is necessary. Communicating formally is a crucial skill, and mastering technical and professional communication is essential. This book provides the knowledge and tools needed to excel in both areas, making it an invaluable resource for anyone looking to improve their communication skills.

## Related to whats business letter

**What is the difference between "whats " and "what's" - HiNative** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**¿Cuál es la diferencia entre "whats " y "what's" ? "whats " vs "what's"** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**Intermittent fasting: What are the benefits? - Mayo Clinic** Intermittent fasting is a pattern of eating based on time limits. For a set time of hours or days, you eat a typical diet. At the end of the set time, you switch to very few or no calories, called

**Blood pressure chart: What your reading means - Mayo Clinic** Checking your blood pressure helps you avoid health problems. Learn more about what your numbers mean

**Borderline personality disorder - Symptoms and causes** Borderline personality disorder usually begins by early adulthood. The condition is most serious in young adulthood. Mood swings, anger and impulsiveness often get better with

**Long COVID: Lasting effects of COVID-19 - Mayo Clinic** COVID-19 can have lasting symptoms that affect many parts of the body. Learn more about the symptoms and effects of long COVID

**Chronic traumatic encephalopathy - Symptoms and causes** Overview Chronic traumatic encephalopathy, also known as CTE, is a brain disease likely caused by repeated head injuries. It causes the death of nerve cells in the brain,

**Bipolar disorder - Symptoms and causes - Mayo Clinic** Overview Bipolar disorder, formerly called manic depression, is a mental health condition that causes extreme mood swings. These include emotional highs, also known as

**Anemia - Symptoms and causes - Mayo Clinic** Having too few healthy red blood cells causes tiredness and weakness. There are many types of this condition

**Transient ischemic attack (TIA) - Symptoms and causes** Overview A transient ischemic attack (TIA) is a short period of symptoms similar to those of a stroke. It's caused by a brief blockage of blood flow to the brain. A TIA usually lasts

**What is the difference between "whats " and "what's" - HiNative** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**¿Cuál es la diferencia entre "whats " y "what's" ? "whats " vs "what's"** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**Intermittent fasting: What are the benefits? - Mayo Clinic** Intermittent fasting is a pattern of eating based on time limits. For a set time of hours or days, you eat a typical diet. At the end of the set time, you switch to very few or no calories, called

**Blood pressure chart: What your reading means - Mayo Clinic** Checking your blood pressure

helps you avoid health problems. Learn more about what your numbers mean

**Borderline personality disorder - Symptoms and causes** Borderline personality disorder usually begins by early adulthood. The condition is most serious in young adulthood. Mood swings, anger and impulsiveness often get better with

**Long COVID: Lasting effects of COVID-19 - Mayo Clinic** COVID-19 can have lasting symptoms that affect many parts of the body. Learn more about the symptoms and effects of long COVID

**Chronic traumatic encephalopathy - Symptoms and causes** Overview Chronic traumatic encephalopathy, also known as CTE, is a brain disease likely caused by repeated head injuries. It causes the death of nerve cells in the brain,

**Bipolar disorder - Symptoms and causes - Mayo Clinic** Overview Bipolar disorder, formerly called manic depression, is a mental health condition that causes extreme mood swings. These include emotional highs, also known as

**Anemia - Symptoms and causes - Mayo Clinic** Having too few healthy red blood cells causes tiredness and weakness. There are many types of this condition

**Transient ischemic attack (TIA) - Symptoms and causes** Overview A transient ischemic attack (TIA) is a short period of symptoms similar to those of a stroke. It's caused by a brief blockage of blood flow to the brain. A TIA usually lasts

**What is the difference between "whats " and "what's" - HiNative** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**¿Cuál es la diferencia entre "whats " y "what's" ? "whats " vs "what's"** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**Intermittent fasting: What are the benefits? - Mayo Clinic** Intermittent fasting is a pattern of eating based on time limits. For a set time of hours or days, you eat a typical diet. At the end of the set time, you switch to very few or no calories, called

**Blood pressure chart: What your reading means - Mayo Clinic** Checking your blood pressure helps you avoid health problems. Learn more about what your numbers mean

**Borderline personality disorder - Symptoms and causes** Borderline personality disorder usually begins by early adulthood. The condition is most serious in young adulthood. Mood swings, anger and impulsiveness often get better with

**Long COVID: Lasting effects of COVID-19 - Mayo Clinic** COVID-19 can have lasting symptoms that affect many parts of the body. Learn more about the symptoms and effects of long COVID

**Chronic traumatic encephalopathy - Symptoms and causes** Overview Chronic traumatic encephalopathy, also known as CTE, is a brain disease likely caused by repeated head injuries. It causes the death of nerve cells in the brain,

**Bipolar disorder - Symptoms and causes - Mayo Clinic** Overview Bipolar disorder, formerly called manic depression, is a mental health condition that causes extreme mood swings. These include emotional highs, also known as

**Anemia - Symptoms and causes - Mayo Clinic** Having too few healthy red blood cells causes tiredness and weakness. There are many types of this condition

**Transient ischemic attack (TIA) - Symptoms and causes** Overview A transient ischemic attack (TIA) is a short period of symptoms similar to those of a stroke. It's caused by a brief blockage of blood flow to the brain. A TIA usually lasts

**What is the difference between "whats " and "what's" - HiNative** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**¿Cuál es la diferencia entre "whats " y "what's" ? "whats " vs "what's"** whats and what's mean the same thing but whats is the improper way to spell what's. both mean what is. See a translation 2 likes

**Intermittent fasting: What are the benefits? - Mayo Clinic** Intermittent fasting is a pattern of

eating based on time limits. For a set time of hours or days, you eat a typical diet. At the end of the set time, you switch to very few or no calories, called

**Blood pressure chart: What your reading means - Mayo Clinic** Checking your blood pressure helps you avoid health problems. Learn more about what your numbers mean

**Borderline personality disorder - Symptoms and causes** Borderline personality disorder usually begins by early adulthood. The condition is most serious in young adulthood. Mood swings, anger and impulsiveness often get better with

**Long COVID: Lasting effects of COVID-19 - Mayo Clinic** COVID-19 can have lasting symptoms that affect many parts of the body. Learn more about the symptoms and effects of long COVID

**Chronic traumatic encephalopathy - Symptoms and causes** Overview Chronic traumatic encephalopathy, also known as CTE, is a brain disease likely caused by repeated head injuries. It causes the death of nerve cells in the brain,

**Bipolar disorder - Symptoms and causes - Mayo Clinic** Overview Bipolar disorder, formerly called manic depression, is a mental health condition that causes extreme mood swings. These include emotional highs, also known as

**Anemia - Symptoms and causes - Mayo Clinic** Having too few healthy red blood cells causes tiredness and weakness. There are many types of this condition

**Transient ischemic attack (TIA) - Symptoms and causes** Overview A transient ischemic attack (TIA) is a short period of symptoms similar to those of a stroke. It's caused by a brief blockage of blood flow to the brain. A TIA usually lasts

Back to Home: <http://www.speargroupplc.com>