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The Significant Role of Salutations in Letter Making

Letter writing helps the people in several ways. You have to put a salutation in any type of letter such as in [notice letter](#). Opening remarks are commonly used to address the person properly. You need to pick an opening remark that will suit the person you are writing. Internet and books are some of the useful resources that provide guidelines in using opening remarks in letters.

If the name of the recipient remains unknown to the letter sender, salutations must still be use. Letter sender can use To Whom It May Concern as a salutation to provide respect to the recipient. Although it will be better when you are aware of the complete name of the person you are addressing. Punctuations in salutations vary according to the kind of letter. Colon is used in opening remarks for business letter.

If the sender is unfamiliar in the status of the recipient, it is best to use Dear Ms or Dear Mr. You need to include the full name of your recipient when you are not aware of the gender of the person. It is best that you individually write the name of the individual if you have two recipients. If your recipient works as a government official, write in the first line the place where the person works. The position of the person in his/her work needs to be stated in the second part followed by an opening remark Dear with the name of the recipient.

If your recipient has a title, you have to state it in the letter. These are the degrees that they have earned in their jobs or school. You have to state in the letter titles like President, Dean, and Judge in your opening remark. This is to express your respect towards the degree of the person. You must not expound Ms., Mrs., and Mr. in salutations.

It is essential to include an opening remark in a cover letter. It is essential to include in an application letter the name of the person you are writing. Use Dear with the recipient's name in the salutation. The addressee can feel that you are presenting courtesy to him or her. You can gain positive feedbacks from the recipient through your letter.

This helps in making your letter sound courteous to the recipient. You have to be kind to your recipient when making a letter. You can do this by addressing the recipient properly. Letter sender needs to be aware in choosing the correct salutation for the letter. This gives a better result for your letter.

[Notice letter](#) is used to tell the recipient that you are making an important decision for the coming days. Please see the [cover letter](#) for details.

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