

Mohamed Boudiaf University of M'sila- Algeria
Faculty of Economics, Business, and Management
Department of management

Dr. Mohamed Diab – Lecturer Professor

mohamed.diab@univ-msila.dz

Communication and administrative writing
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The Letter

Correspondence plays a crucial role in administrative activities as it enables administrative departments to communicate with each other or with individuals. It also assists them in making inquiries, conveying decisions, or expressing their opinions. This correspondence can be either written or oral.

Despite the advancements in modern communication methods (such as telephone, telegraph, and the internet), written correspondence remains a prevalent and widely used tool in administrative relationships to this day. Administrative correspondence takes on various forms, including letters. In this regard, we can distinguish between two main types of letters:

- Personal letter
- Administrative letter

1- Personal Letter:

Personal letters with a specific format, drafted by the administration, do not differ much in terms of presentation from letters exchanged between individuals or private companies. The main difference lies only in the "tone."

a. Greeting Expression:

A personal letter always begins by addressing the recipient or calling them, using the phrase "Sir." This phrase is always followed by the title of the recipient. For example, you might write, "Sir, President," if your letter is addressed to the president of a company.

b. Complimentary Expression:

A personal letter concludes with a final greeting or complimentary expression. This expression varies depending on the personality of the recipient. However, the phrase commonly used by the administration in its relationships with its subjects, whether individuals or specific groups, is as follows:

"Please accept, sir, the assurances of my highest regards" or "Please accept, sir, the expression of my utmost appreciation."

And when it comes to exchanging personal correspondence between two ministers regarding an intervention, for example, this expression transforms into: "Please accept, sir, Minister, and dear colleague, the expression of my highest regards." In any case, the letter in its personal form is specifically used in the exchange of correspondence between the administration and its subjects, not between administrative departments.

Model of a personal letter

People's Democratic Republic of Algeria

Algeria, [City] in

Ministry of Interior
Public Service Directorate
and Administrative Reform

Ref:

Subject: Job Application Response

From the Public Service Directorate
and Administrative Reform
Ministry of Interior, Algeria

To

Mr.

(Name, Title, and Address)

At

Dear Sir,

I am writing in response to your job application dated I am pleased to inform you that this directorate has decided to conduct a competition to select new personnel for its external services.

As the competition is scheduled to open on of the next month, we kindly request you to submit a complete file by a month before that date, comprising the following documents:

A written application on a blank sheet.

A copy of your birth certificate.

School certificate or a certified copy thereof from local authorities.

Medical certificate confirming your fitness for an administrative position.

A cover letter with your full address carrying a regular postage stamp.

Please accept, dear Sir, the assurances of my highest regards.

Signature

Director of Public Service
and Administrative Reform

2- Administrative letter

The letter is administrative if it is exchanged between two administrative entities, and it begins by mentioning its sender as well as the recipient. In administrative letters, the two correspondents should not belong to the same administrative department because, in this case, letters are not exchanged but only memoranda. On the other hand, the administrative letter never contains expressions of appeal or courtesy. Rather, only one phrase at the beginning of the letter is sufficient, such as saying, for example: I am honored....

As for the content of the administrative message, it must be taken into account what is taken into account in preparing a personal message, i.e.,

- 1- Presenting the issue or mentioning it briefly.
- 2- An explanation in which the administration presents the issue as it perceives it and gives its arguments.
- 3- The conclusion, which is in the form of a final decision (or only a proposal if the author of the message does not have the right to decide on the issue at hand).

There are different types of administrative letters, including:

- Acknowledgment letter of receipt
- Document submission letter
- Newsletter
- Letter to request an opinion or consultation

Example of Administrative Letter for Acknowledgment of Receipt

People's Democratic Republic of Algeria
Ministry of Interior Inat .../.../.....
Wilaya of From the governor of Wilaya of
The Secretary-General to
Ref: No. Mr. Minister of the Interior
- General Affairs Directorate and Local
Administration and Organization
Algiers

Subject: Preparation for the upcoming elections for municipal councils.

Reference: Your circular No. dated

You kindly informed me of your circular referred to in the reference above, relating to the preparation of the upcoming elections for the municipal popular councils.

I am honored to inform you that upon receiving this document, I confirm that the implementation of its provisions has been a matter of our concern. I assure you that I will allocate the widest distribution for this circular to all municipalities within this province. Additionally, I will keep you informed of any issues that may arise during its implementation.

Signature

On behalf of the Wali (Governor) and by delegation
Secretary-General