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Correspondence Specifics: Official And Legal Letters

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ABSTRACT

This article states the importance of correspondence as means of conveying academic, professional, business, or consumer interests. Furthermore, the letters, their types, structure are presented, and the comparative analysis of the world scholars' classification of letters due to means, content, structure, purpose are reviewed. Moreover, the special features of legal letters and documents are highlighted.

KEYWORDS

Correspondence, letters, formal letters, legal letters, document, content, purpose, structure, means.

INTRODUCTION

Even in the age of sophisticated technology and electronic communications, correspondence is no less important than ever.

We still make extensive use of letters as a means of conveying academic, professional, business, or consumer interests. Our letters

often express their views, make choices or give orders, ask, complain, request and report. Thus, over the years, the concept of correspondence has always been a key component of social, scientific, and business agreements for the following purposes: the main function of letters is to bridge communication gaps between two or more parties, as well as to raise awareness or awareness, one of the best ways to express their feelings, as a personal and professional memoir or note that can be stored in the recipient for years. While language is the most important means of communication between people, a tool for messaging ideas to others¹, letters have been serving to this target point in social, economic, political, educational, medical and cultural exchanges.

Letters are divided into three types: formal, informal, and semi-formal. The official letter is written using an official language and structured format, which is commonly used in workplaces, enterprises and government offices. An informal letter is used when writing to our friends and relatives. This type of letter is mostly written for personal communication. A semi-formal letter is written to someone you know well, including to address someone in a business relationship, such as an office assistant, counselor, teacher, or your child's mentor.

We will discuss in detail the official letters, their types and structure. These letters are written for purposes such as discussing business, applying for services, sending inquiries, writing complaints, or registering. The rationale and categorization of these letters depends on the

topic, meaning, and context discussed in the letters. These letters need to be short, clear and concise.

There are several types of formal letters, such as business letters, applications for admission (for college or university), applications for employment, applications for grants and scholarships. These letters require a formal style, correct choice of words, appropriate sentence structure, and proper punctuation. As for the structure, the letter is a combination of different elements that can vary depending on the property. The main elements of the letter are:

1. Sender's address
2. Date
3. Name / position of the recipient
4. Address of the recipient
5. Greetings
6. Subject
7. The main part - introduction, content, conclusion
8. Closure
9. Signature / Sender's Name
10. Sender's position

Let's look at some types of official letters, basically all of them are written based on a similar structure. However, these messages differ from each other in terms of the information and content entered.

Inquiry letters. These letters are designed to ask for more information about the product or service. We need to be clear about what information we are looking for. We may also

¹ Farxodovna, D. K. (2020). Basic Concepts Of Linguocultural Studies. The American Journal of Social Science and Education Innovations, 2(09), 405-

409.
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request additional information in the form of catalogs and brochures.

Sales letters. They are used to advertise new products and services. It should clearly state the benefits of using the specific product that the company wants to promote. The sales letter highlights an important problem and then explains how to solve this problem using the product being promoted.

Confirmation letter. This letter is written when you want to accept a job, gift, invitation, congratulations, resignation, and so on. Usually, we accept a job or gift orally, when in fact it is wise to formally accept the offer through a confirmation letter.

A letter in response to a request letter. This is a letter we need to write often. Customers who send inquiries about our products or services are definitely interested in buying them. When answering these questions, we need to provide as much information as possible. Our response should call the customer. This could be subscribing to a service we provide or purchasing a product we offer.

Letter of claim. We are not always satisfied with the quality of the product or service we purchase. In this case, we will have to file a counterclaim regarding unsatisfactory service or product quality. The letter of claim must clearly express our dissatisfaction. It also makes it clear exactly what we want as a solution.

Reply to the letter of claim. The company may offer the best products and services to the plaintiff in order to settle the claim. These types of emails address and provide solutions

to specific problems and requests from dissatisfied customers.

Letters of apology. Letters of apology for work are aimed at apologizing for inconvenience or misunderstanding.

Cover letter. This letter is a letter that is sent along with our reference when we apply for a job, government grants or scholarships. This letter highlights our creative, scientific, or professional accomplishments.

Recommendation. This is to write a letter to recommend someone for a grant / scholarship / vacancy indicating the person's strengths and achievements. When writing a letter, we need to link a person's skills and abilities to a specific job / grant / scholarship. In short, official letters are an integral part of our personal, academic and professional lives.

In the US system, official correspondence is divided into 5 types: internal correspondence, external correspondence, trade or commercial correspondence, personal correspondence, and circular correspondence².

Let us consider legal letters, which are a type of official letter. A letter is a written text, a piece of paper sent to inform someone. It is also an official document. By legal letter we mean any text prepared by a lawyer and having a legal content. These texts range from a half-page business letter to a one-hundred-page memorandum or legal conclusion, a draft agreement or bill, and a procedural document to be submitted. The concepts of "legal letter" and "document" are interrelated. The word "document" has several meanings, each of which is associated to some extent with legal

² Poe, F. W. (1993). McGraw-Hill Handbook of Business Letter Writing. New York; McGraw-Hill.

letters. When referring to a text of legal content and prepared by a lawyer, the words “document” and “legal letter” are used interchangeably. In addition, in automated information retrieval systems, a document is understood as any object entered into the system memory. Accordingly, when discussing the concept of a legal letter or legal document, we consider not only the text that has the legal force created on paper by the lawyer, but also the text that is available in electronic form.

There are different classifications of types of legal letters, and these types differ according to the content and purpose of the letters. According to M.Monipally, the purpose of the document can be as follows³:

- 1) Problem analysis;
- 2) Dispute;
- 3) Regulation or management.

The first type of legal letter can be called analytical. A key feature of analytical legal letters is a neutral analysis of the legal situation or problem. Analytical legal letters mainly include letters to clients, memoranda, legal conclusions, analytical materials, articles in legal journals, monographs.

The second type of legal letter is a text in which a certain position is defended, the interests of one of the parties are protected. Here, it is very important to convince the addressee of their correctness, the correctness of the position of the author of the text (or the person indicated by the author of the text). A key component of such a legal letter is disputes on a particular issue. Most of these documents are procedural. However, this type includes not

only documents filed to the court or arbitration court, but also letters, petitions, applications sent to the executive authorities. Therefore, such a legal letter can be conditionally called an argument.

Legal letters are often of an analytical and factual nature. For example, this part of a procedural document that includes a legal problem analysis may generally refer to an analytical legal letter. Also, the legal opinion in the part that contains the argument of a particular position, substantiating the approach to the problem from a certain point of view, is an example of an argumentative legal text.

The third type of legal letter, far from the previous two in terms of legal writing rules, consists of property rights documents (e.g., regulatory documents of a legal entity), contracts, and regulations. The purpose of these documents is to regulate existing or emerging legal relationships.

The style of legal correspondence is the right choice of these linguistic means. At this point, it is worth remembering the definition by an English writer Jonathan Swift ‘Style is the right words in the right place’. But choosing the right words and applying them in the text where needed is a matter of observation. Sometimes the language is compared to clothes: each specific situation has its own style of dress, and no one comes to the official event in old clothes ... ”, - said K.Chukovsky, meaningful completeness is required.

Legal correspondence is a type of official correspondence that has its own characteristics, its own technique. Also, each

³ Monipally, .M. M. (1997). The Craft of Business Letter Writing. New Delhi: Tata McGraw-Hill.

type of legal letter - legal summary, bill, contract, etc. - has its own characteristics and techniques. One of the most important requirements for the text of legal letters is impartiality. Legal letters and documents must impartially reflect information as official written means of expressing and recording formal relationships. Therefore, there are certain restrictions on the use of words and word forms in the language of legal letters, including those that serve to express figurative thinking such as high solemnity, rude words, rhetorical words, metaphors, metonymy, simile, personification, exaggeration and etc. The use of such stylistic devices leads to inaccuracy of expression in the text of legal letters.

The classification system of official letters does not have stable criteria and is thus distinguished by different bases and directions. This is because official letters are the object of study in various fields of science, business and commerce. Mainly official correspondence is carried out on the basis of documentation and office work (M.I.Basakov, M.V.Vasiliev, M.V.Kirsanova, I.N.Kuznetsov, T.M.Lagutina, A.S. Matveva, M.Y.Rojoin and others) as well as linguistics and cultural lectures (L.A.Vvedenskaya, L.G.Pavlova, P.V.Veselov, M.V.Koltunova, S.P.Kushneruk and others).

Document types differ according to a number of factors, which can be classified as follows⁴:

- 1) Level of access to information or openness of the letter: simple, open and private/confidential letters;
- 2) Duration: emergency and non-emergency;
- 3) Size: short, medium and long;
- 4) Composition or level of complexity: simple (one question) and complex (two or more questions);
- 5) Structure: letters with appendix, additional data-based and formal-logical text-based;
- 6) Type of information: textual and mixed (tables, questionnaires, graphic texts);
- 7) Presentation style: formal and informal;
- 8) Complexity: with and without sentences;
- 9) Method of addressing: addressed to one or more persons;
- 10) Letter writer: initiator/composer or respondent;
- 11) Internal and external letters;
- 12) Level of commitment: informative and instructive;
- 13) Shelf life: permanent and temporary;
- 14) Method of fixation: handwritten, typewritten, typed and e-mails.

M.Y.Rojoin divides official letters into 30 types depending on their content: 1) inquiry letters; 2) message letters; 3) letters of appeal; 4) application letters; 5) confirmation letters; 6) order letters; 7) letters of proposals; 8) complementary letters; 9) letters of complaint (claims); 10) information letters; 11) letters of guarantee; 12) letters of presentation; 13)

⁴ Басаков М.И. Делопроизводство: конспект лекций. – Ростов-на-Дону: Изд-во «Феникс», 2006. – р.84-85.

Веселов П.В. Современное деловое письмо в промышленности. – М.: Изд-во стандартов, 1990. – р.33-36.

Кузнецов И.Н. Делопроизводство: Учеб.-справочное пособие. – М.: Издательская корпорация «Дашков и К», 2006. – р.187-188.

Бурова И.А. Деловая речь, деловая переписка: Учеб. пособие. Ч. 1. – М.: МИИТ, 2010. – р.16-19.

direct mail; 14) short written messages (reminder notices, etc.); 15) application letters; 16) congratulatory letters; 17) letters of invitation; 18) letters of apology; 19) letters of condolence; 20) letters of presentation; 21) a letter of departure; 22) letters written to maintain contacts and relationships; 23) letter of gratitude; 24) letter of recommendation; 25) congratulatory letter; 26) letters of negative nature (letters written to indicate that you were not accepted for a job/university/grant/scholarships; 27) letters rejecting the offer; 28) postcards; 29) letter (private/individual); 30) reference or resume⁵.

M.V.Kirsanova, N.N.Anodina, Yu.M.Aksionov approves the following types of letters: letters of invitation, letters of request, letters of invitation for cooperation, letters of request, letters of thanks, letters of information, letters of rejection, letters of guarantee⁶.

A.S. Matveeva studies the structure of official letters and analyzes their content⁷. As a result, depending on the scope of activity, three main groups of official letters are distinguished: official letters, personal letters and written messages of internal correspondence.

Uzbek scholars M.Aminov, A.Madvaliev, N.Mahkamov and N.Mahmudov classify official letters according to their structure as internal and external; by means as simple and complicated; by purpose as organizational

letters, executive letters, informative letter and service letters⁸.

Considering the classifications presented by world scholar, we can conclude that the types of letters can be grouped to a wide range due to their structure, means and intention.

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⁷ Матвеева А.С. Служебное деловое письмо: Теория, история, трансформация в условиях информатизации общества: Дис... канд. пед. наук. – Краснодар, 2012. р.48-61.

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