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When writing english business letters, which is the corrct abbreviation of "attention". I reckon it must be either "att" or "atn". I've always used "att", but fear that it might be a calque introduced from danish. Thank you. You're close: Attn. In a business letter, though, you're usually better off avoiding abbreviations, and some style guides recommend leaving 'attention' out entirely. Where were you going to put it? We would sometimes be asked specifically to mark something for the attention of XXXXX, so that it escapes from the normal jumble of mail-sorting and gets to the recipient directly. Such items are always addressed FAO Mr Brown, much to my amusement. Hello Everyone, Can someone please tell me what the acronym Att: stands for when it is used in emails and is immediately followed by the recipient's name. Example: Att: John Phillips Thanks in advance Att: is not an acronym, it's an abbreviation. It does indeed mean "Attention:" (The British are likely to say "FTAO" - For the attention of" Usually it's written as "attn./Attn." "Attn" (or one of the other versions) is used when you send mail to a company, but you think a specific person is the right person to read it. This form of addressing makes it clear that it is business mail, not personal mail. If that person is not available - perhaps he has left the company, perhaps she just began a two-month trek through Nepal - another person can open the letter without fear of reading anything private. In AE it is properly written on envelopes as the first line of the address block. (formerly seen several lines below the return address, left-aligned with it) It is normally written with a colon: Attn: John Smith In a business letter itself, it would appear thus: Attention: (or Attn:) John Smith (or Attention:/Attn: Sales department) Dear Mr. Smith: I think in the US, we would never do that. I subscribe to the pwmeek style. Not my style. I have (up until yesterday) put it on the second line as Andygc showed. It was research for this thread that taught me better. I had to completely rewrite my first draft of the post. As the US Postal Service says: from top to the bottom you go from the smallest to the largest. So, the "Attn:" line goes at the top. Side note: It is important for the City State Zip line to be the bottom-most, and for it to be formatted "City, ST 12345-6789" and have nothing below it, as this is what the automatic scanners are looking for. If a person has to enter the Zip Code by hand (or worse, enter the city and state by hand to look up the Zip Code) it can add a day or two to delivery time. The PO would prefer ALL CAPS (whether typed or hand-written), but realizes that there would be a lot of resistance to this, as people much prefer the usual combination of upper and lower-case letters. When writing english business letters, which is the corrct abbreviation of "attention". I reckon it must be either "att" or "atn". I've always used "att", but fear that it might be a calque introduced from danish. Thank you. In another forum, I saw suggestion that will be properly use ATT. for attachment and ATTS. for Attachments . After Reading all previous post and because I don't want to mix attention and attachment, I will probably stick to: Attn. /attn. or Attention: for attention (Canada, US) , FTAO or Attn: for UK ATT. attachment Atts. attachments , Enc . Enclosures "Attachment: [Monthly Market Research]," "Enclosures: (10)," "Atts.: (5 pages)" or "Encl: For your eyes only." 百度知道>提示信息 知道宝贝找不到问题了>_提示信息 知道宝贝找不到问题了>_提示信息 知道宝贝找不到问题了>_