

3.5.15: Introduction to Informative Business Messages

What you'll learn to do: Identify the appropriate use of informative business messages and write an informative business message.

Informative messages are the backbone of business communication. In this section, we will cover short informative messages using a variety of techniques. We will also explore how to write long informative messages and use appropriate communication channels.

Contributors and Attributions

CC licensed content, Original

- Informative Business Messages. **Authored by:** Robert Danielson. **Provided by:** Lumen Learning. **License:** *CC BY: Attribution*

3.5.15: Introduction to Informative Business Messages is shared under a [not declared](#) license and was authored, remixed, and/or curated by LibreTexts.

- **11.15: Introduction to Informative Business Messages** by Nina Burokas is licensed [CC BY 4.0](#). Original source: <https://courses.lumenlearning.com/wm-businesscommunicationmgrs>.