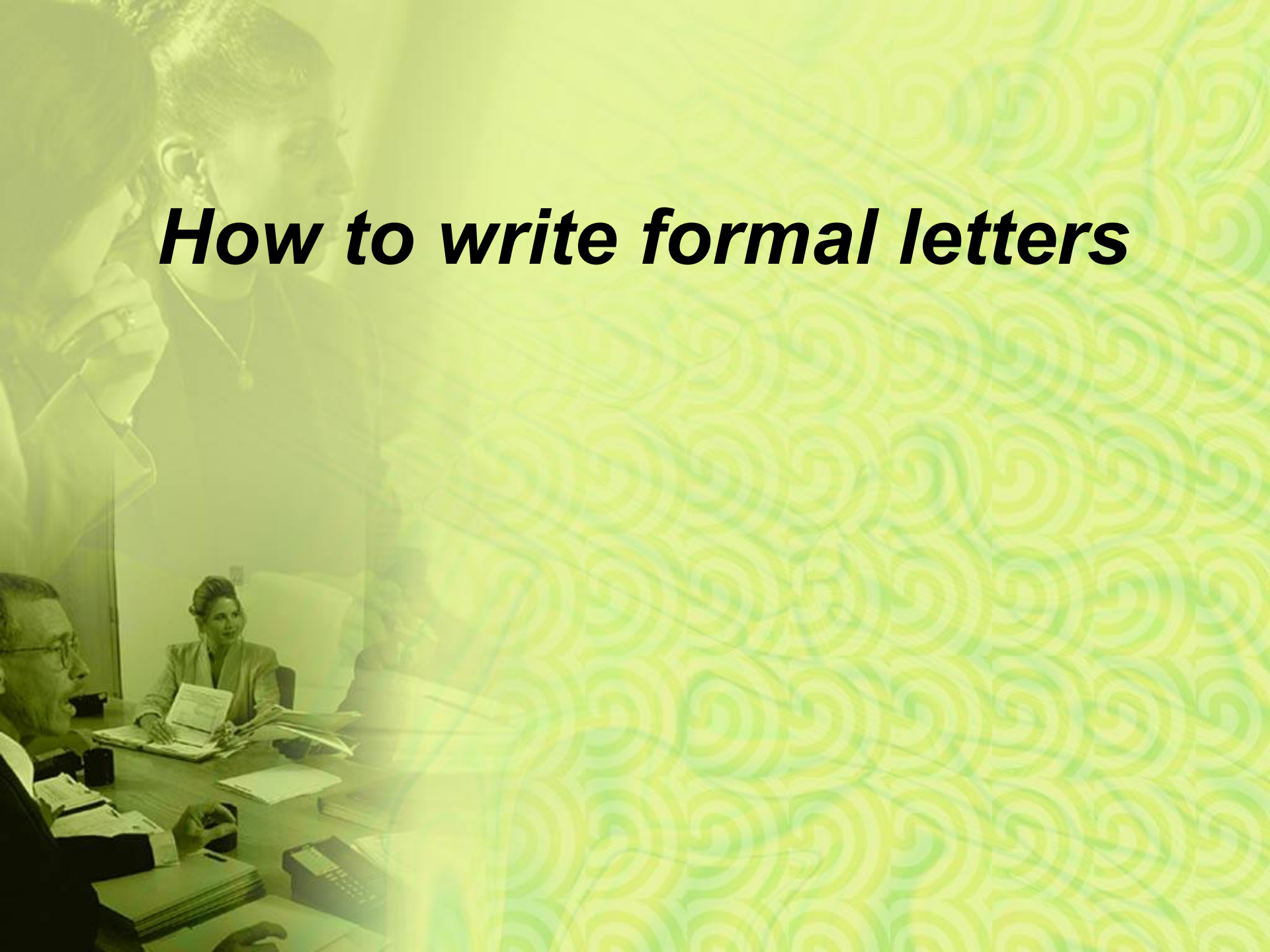


# ***How to write formal letters***



The address of the person you are writing to should be displayed on the left just beneath your address

Your Address: Should be displayed in the top right corner

The date should be displayed just below your address on the right

Your greeting should be displayed on the left just beneath the date

This is where you sign off; yours faithfully or yours sincerely

This is the main body of your letter

This is where you sign and print your name



# The formal letter should contains:

- **Sender's Address**

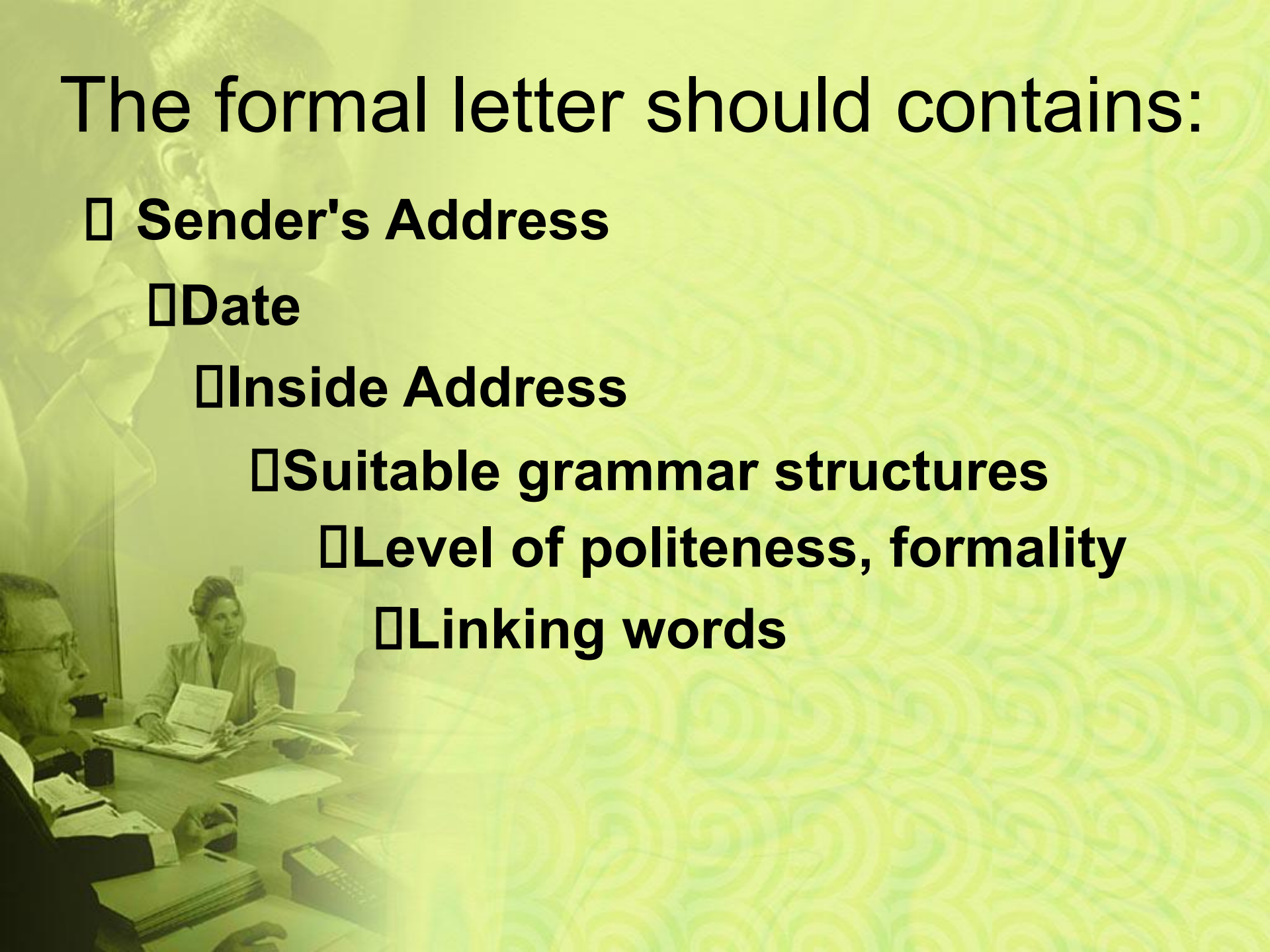
- **Date**

- **Inside Address**

- **Suitable grammar structures**

- **Level of politeness, formality**

- **Linking words**



# Salutation or greeting:

## □ 1) ***Dear Sir or Madam,***

*If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.*

## □ 2) ***Dear Mr Jenkins,***

*If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.*

## **Ending a letter:**

### **1) *Yours faithfully***

*If you do not know the name of the person, end the letter this way.*

### **2) *Yours sincerely***

*If you know the name of the person, end the letter this way.*



# Introduction

Introduction should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

## Giving the reason for writing

I am writing to enquire about ....  
I am writing with the reference to your letter ...  
I am writing to apologize for ...  
I am writing to confirm ....  
I am writing to request ...  
I am writing to complain about ...  
...

## Making request

Could you (possibly) ...?  
I would be grateful if you could ....  
I would appreciate it if you could ....  
Would you mind ....?

# Linking words

## □ **Beginning:**

first/ first of all/ secondly/ thirdly ...

## □ **Reinforcement:**

above all/ actually/ in addition/moreover/as well as/ furthermore/then/what is more

## □ **Comparison:**

also/both ...and ../likewise/ in the same way

## □ **Summary:**

altogether/in conclusion/ to sum up/ all in all/thus/therefore

# Abbreviations Used in Letter Writing

The following abbreviations are widely used in letters:

- **asap** = as soon as possible
- **cc** = carbon copy (when you send a copy of a letter to more than one person, you use this abbreviation to let them know)
- **enc.** = enclosure (when you include other papers with your letter)
- **pp** = per procuracionem (A Latin phrase meaning that you are signing the letter on somebody else's behalf; if they are not there to sign it themselves, etc)
- **ps** = postscript (when you want to add something after you've finished and signed it)
- **pto** (*informal*) = please turn over (to make sure that the other person knows the letter continues on the other side of the page)
- **RSVP** = please reply