

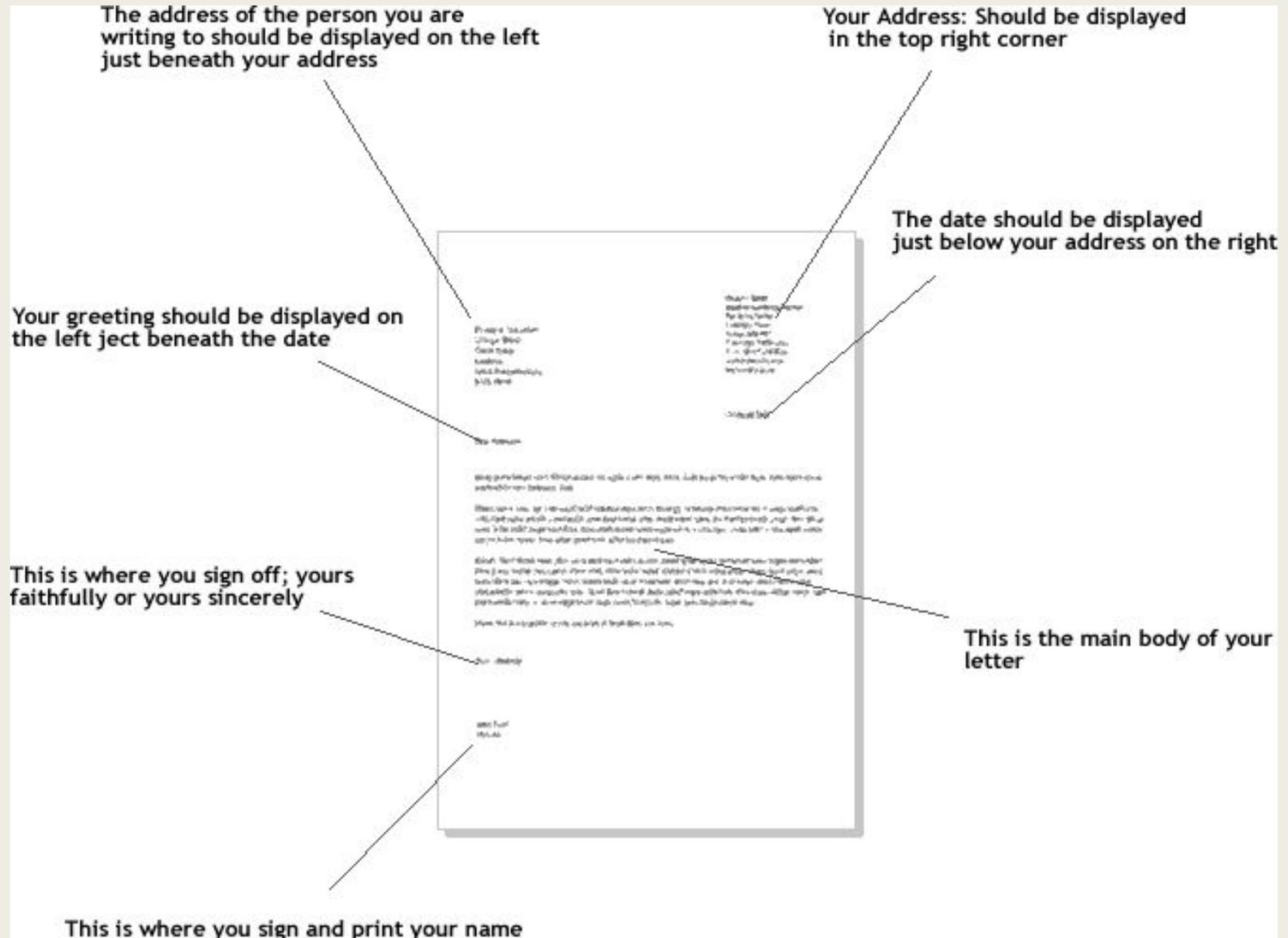


# ***HOW TO WRITE FORMAL LETTERS***

Spotlight 10

# Structure of a formal letter

the example letter below shows you a general layout for a formal letter



# The formal letter should contains:

- Your Address**
- Date**
- Address of the person you are writing to**
- Suitable grammar structures**
- Level of politeness, formality**
- Linking words**

# Rules for writing formal letter

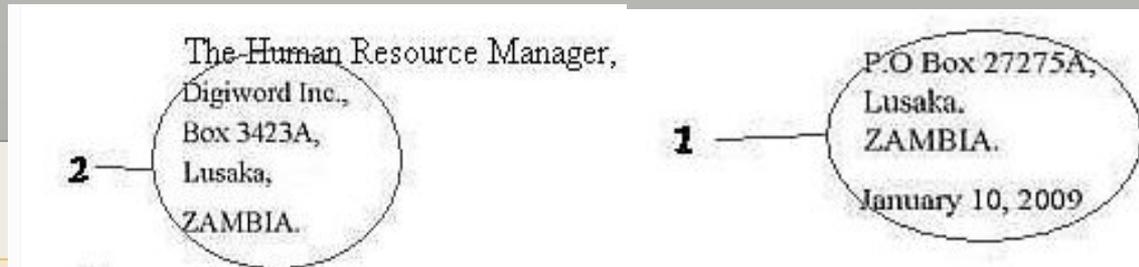
## □ Addresses:

### 1) Your Address

The address should be written in the top right-hand corner of the letter.

### 2) The Address of the person you are writing to

The address should be written on the left, starting below your address.



## □ Date:

Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word

# 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 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 ....?

# The main body of letter

The main body of the formal letter should clearly state the points that you want to make in your letter. Longer letters may be more appropriate when making a complaint as you may require to add more detail in order to convey the importance of what you are putting across.

<b>Agreeing to requests</b>	<b>Giving bad news</b>
I would be delighted to ... I would be pleased to ...	Unfortunately, ... I am afraid that ...

# Conclusion and the end of letter

The concluding paragraph of a formal letter should outline what action you would like the recipient to take: to make a refund, to send you information etc.

<b>Closing remarks</b>	<b>Finishing salutation</b>
<p>Please contact us again if we can help in any way / there are any problems / you have any questions.</p> <p>Should you have any further questions, please do not hesitate to contact us.</p> <p>If you need any further information, please contact us again.</p>	<p>Yours faithfully, (if you don't know the name of the person you're writing to)</p> <p>Yours sincerely, (if you know the name of the person you're writing to)</p> <p>Best regards, (if the person is a close business contact or friend)</p>

# 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

**Write a letter of application (100-150 words) choosing the following adverts**

**WANTED :**

Receptionist's to work in doctor's surgery at weekends. Would suit teenager who wishes to learn about medicine as a possible career.

*Please apply in writing to*  
Dr BROWN, Harley Road.

**WANTED :**

ENERGETIC AND CONFIDENT  
Summer WAITERS/WAITRESSES

June-August

Languages & experience working with people an advantage.

Send CV and letter of application to : Mr Brown, The Blue Whale Restaurant, 17 White Road, Dover

# ***CURRICULUM VITAE***

## A. PERSONAL DETAILS

**Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**Telephone**\_\_\_\_\_

**Date of birth**\_\_\_\_\_

**Nationality**\_\_\_\_\_

## B. EDUCATION

**Qualification**\_\_\_\_\_

**Languages**\_\_\_\_\_

## C. WORK EXPERIENCE

\_\_\_\_\_

## D. PERSONAL QUALITIES

\_\_\_\_\_