

Writing Letters

Formal Letters

Key Points to remember:

1. Lay out your letter according to the rules. See example!
2. Remember the Type, Audience and Purpose of your letter. Maintain a formal tone throughout.
3. Letters should always be in your best handwriting.
4. Use the correct sign off. If you know the name of the person you are writing to, use "Yours sincerely". If you don't, use "Yours faithfully."



Beginnings

It is important to get the first sentence of the text of your letter sounding right. This is what will create the first impression on the reader. Here are some suggested beginnings for a formal letter:

It has been brought to my attention that...

I am writing to inform you that...

I am writing in response to...

*Beeslack High School
Edinburgh Road
Penicuik
EH26 0QF*

19.05.2010

*Kangaworld Ltd
Copse Street
Nutsford
NU5 3AB*

Dear Sir/Madam

I wish to express my concern about the kangaroo which I recently purchased from your company.

Contrary to the promises in your advertisement, looking after a kangaroo in a small semi-detached house has presented a number of problems.

Exercise has been far from easy and the constant leaping in my lounge has led to two broken lampshades and a crack in the plasterwork.

In conclusion, I feel that I must return the animal to your care. I would be grateful if you would contact me as soon as possible to make the necessary arrangements.

Yours faithfully,

Ms A Jack

Your address

Date

Address you are writing to

Sir/Madam if you do not know the name of the person

Formal tone maintained throughout

Your signature

Name printed

Opening paragraph explains what the letter is about.

Concluding paragraph should be concise and clear.

"Yours sincerely" if you have addressed the person by name; "Yours faithfully" if you have not addressed the person by name.

Endings

Endings are also very important as they will be the last thing the reader is left with.

Here are some suggested endings:

I look forward to hearing from you at your earliest convenience.

I would welcome your comments on this matter.