How to Write a Formal Letter



Aim

• To learn how to correctly set out a formal letter.

Layout

1

Mr. T. Smith 89 Foxhole Lane, Twinklstone. WA12 4QP.

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Monday 26th November 2016

- Mr. S. Pilkington 32 Warren Drive, Warwickshire. S13 4AP.
- 4 Dear Mr Pilkington,

I am writing to complain about the vegetables purchased from your shop three days ago.

Firstly, the potatoes which were not only hollow, but had an infestation of ants within them. Secondly, the 500g of mushrooms were actually doorknobs which had been painted grey. Last was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green.

This standard is unacceptable and I demand a refund for these goods. You should expect a visit from myself within the week.

Yours sincerely Mr. T. Smith

Your address

Date

numpers to learn more

Recipient's address

tormal letter.

Greeting

Main body

Closing farewell

Beginning Your Letter



If you don't know who to address your letter to, then you must begin the letter with:

Dear Sir or Madam,



If you know the name of the person you are writing to, then you must begin the letter with Mr, Mrs or Ms along with their surname:

Dear Mr Smith,

Ending Your Letter



If you don't know who to address your letter to, then you must end the letter with:

Yours faithfully, (YOUR NAME)



If you know the name of the person you are writing to, then you must end the letter with:

Yours sincerely, (YOUR NAME)

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