

How do you write... A FORMAL LETTER

Writer's address (not the name!) Street
Town
(Country)

Date in English (e. g. 11th June, 2007)

Name of company
Street
Town
(Country)

Greeting: Dear Sir or Madam,

Opening paragraph: explain your reason for writing.

Body: explain your requests, points or arguments (one paragraph for each point).

Final paragraph: finishing

Closing

Writer's signature

Name of writer

Useful sentences

Greeting

Dear Sir / Madam (if you don't know the name of the person you're writing to)

Dear Mr ... / Ms (if you know the name)

Explaining your reasons / requests

I am writing to enquire about...

I am writing in response to...

I am writing in order to explain...

With reference to your advertisement,

I would like to apply for the post of...

I am particularly interested in...

I would be grateful if you could...

I would appreciate information on...

Could you please...?

I wonder if you could...

It would also be useful to know...

Would it be possible for me to...?

Please do not hesitate to contact me should you require any further information.

Thank you for your assistance.

Finishing

I look forward to hearing from you.

I look forward to receiving your news.

Closing

Yours faithfully, (if you don't know the name of the person you're writing to)

Yours sincerely, (if you know the name)