

How to Write a Formal Letter



Aim

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

Layout

1

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

Your address

2

Monday 26th November 2016

Date

3

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

Recipient's address

4

Dear Mr Pilkington,

Greeting

5

I am writing to complain about the vegetables purchased from your shop three days ago. Firstly, the potatoes were not only hollow but also had an infestation of ants within them. Secondly, the 500g of mushrooms were actually doorknobs which had been painted grey. Last of all was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green.

Main body

6

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

Closing farewell

Yours sincerely
Mr. T. Smith

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)

