

How to Write a Formal Letter



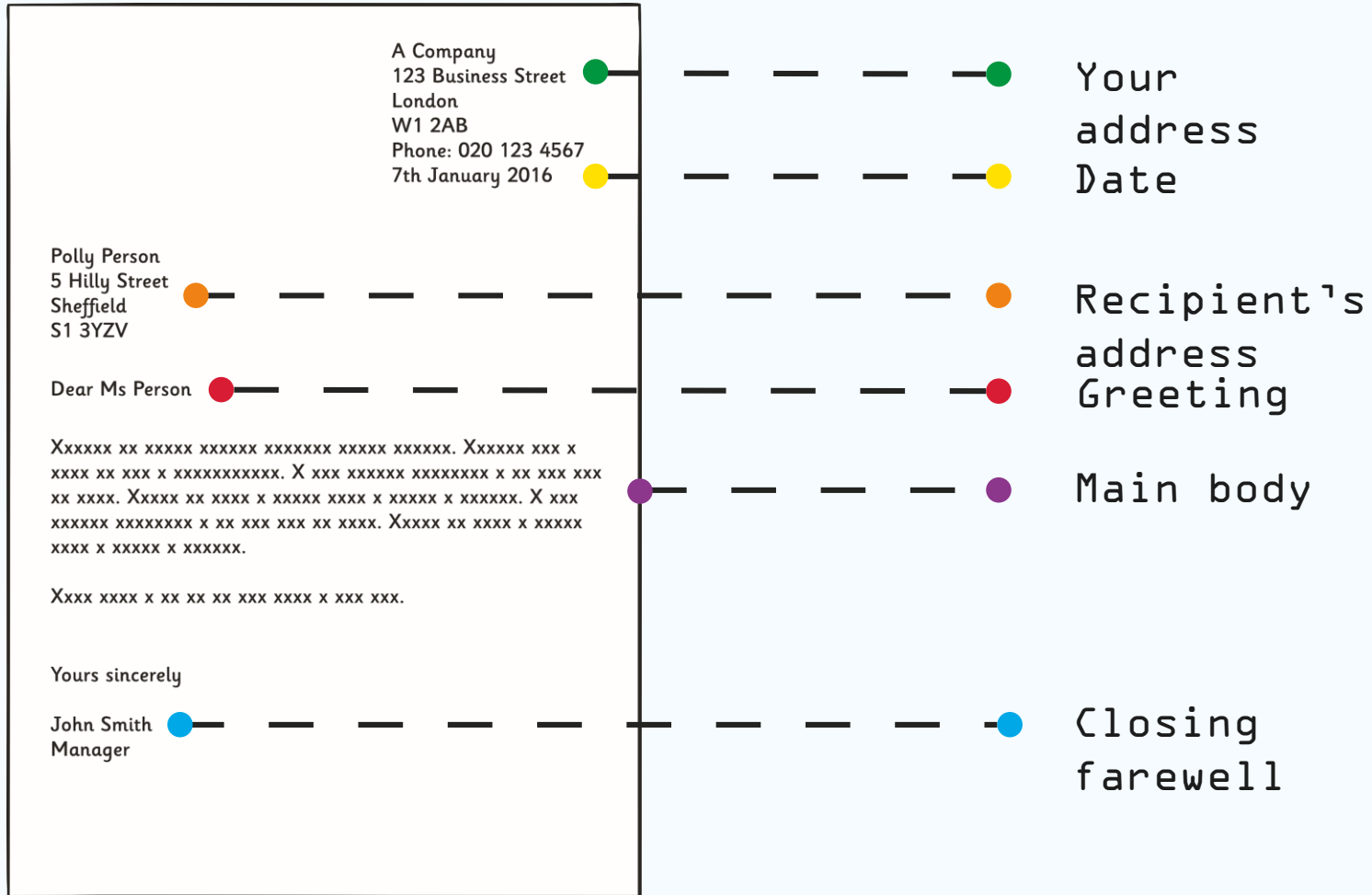
Aim



To learn how
to correctly
set out a
formal
letter.



Layout



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 begin the letter with Mr, Mrs or Ms along with their surname:

Yours
Sincerely
(YOUR
NAME)

