

## Grade 9: Writing A Formal Letter

### **1.0 Finish the sentence using the options given.**

respectfully      sincerely      signature      details  
signature      Dear Sir or Madam      to hear from you

1. If you don't know the person you are writing to, you start with \_\_\_\_\_

2. If you would like more information, you ask for further \_\_\_\_\_

3. A common way of closing a letter is *I look forward* \_\_\_\_\_

4. If you don't know the person you are writing to, you end *Yours* \_\_\_\_\_

5. If you know the name of the person, you can end *Yours* \_\_\_\_\_

6. Another way of ending a letter is *Kind* \_\_\_\_\_

7. At the end of the letter you also write your \_\_\_\_\_

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**2.0 Drag the formal phrases to match with the informal phrases.**

I am available on..

Dear Sir or Madam,

I am writing to apply for / inform about / seek clarification on..

I would like to inquire regarding..

I would be grateful if you can send me further details on.

I look forward to hear from you. Yours respectfully,

**Start your letter**

**The reason I'm writing this email..**

**I want to ask..**

**I'm free..**

**End your letter**