

Grade 9: Writing A Formal Letter

1.0 Finish the sentence using the options given.

respectfully
signature

sincerely
Dear Sir or Madam

signature

details
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 _____

Continue to next page

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