

WRITING A FORMAL LETTER



ENDING	ADDRESS OF SENDER	CLOSING STATEMENT	At the end of the letter the sender should restate the main point of the letter	The date when you write the letter should be written beneath the address of the sender
PARAGRAPHS	ADDRESS OF RECIPIENT	SALUTATION	The opening sentence of a letter needs to get to the point and state why the letter is being written.	If the sender know the person, they should use "Yours sincerely" if the sender doesn't know the person, they should use "yours faithfully"
OPENING STATEMENT	FORMAL LANGUAGE	REQUEST FOR A RESPONSE	Each point made needs to have its own paragraph.	The recipient's address should be below the sender's address but on the left hand side of the page.
DATE	PARAGRAPHS (BODY)	The address of the sender should be written in the top right corner of the page.	If the sender knows the person they are writing the letter to, they should write their name: <i>Dear Mr. Brown</i> , If not: <i>Dear Sir/Madam</i>	Don't use casual and chatty language. Don't contract.