8e Speak & Write

When you're writing **a formal letter/email asking for information**, follow the plan below. Remember to write in a formal style and do not use short forms or abbreviations.

GREETING

- *Dear Sir/Madam,*
- *Dear Mr/Mrs/Miss/Ms + surname,*

OPENING PARAGRAPH

Begin by saying where you saw the advertisement and why you're writing. Use phrases like:

- *I saw your advertisement in... and I was interested in...*
- *I am writing to ask for more information about...*
- *I would like some information about...*

MAIN PART

Ask for information in a formal and polite way. Remember to use:

- **linking words/phrases to list your questions:**
  firstly, first of all, to begin with, secondly, furthermore, also, in addition, what is more, apart from that, finally, lastly, etc.
- **indirect questions**

CLOSING PARAGRAPH

End by thanking and mentioning that you'd like a reply as soon as possible.

- *I would like to thank you in advance.*
- *Thank you for your time and assistance.*
- *I look forward to hearing from you.*
- *Please send me a reply with any information as soon as possible.*

SIGNING OFF

- **Use a formal signature ending.**
  - *Yours faithfully, (when you don't know the name of the person you are writing to)*
  - *Yours sincerely, (when you know the name of the person you are writing to)*
- **Write your full name.**

B. **Read parts of an informal email below. Rewrite 1-7 so that they are suitable for a formal email.**

1. Dear Frank,

2. I want some info about the guided city tour.

3. Oh, and lastly, send me some photos, OK?

4. Is there a special offer for a group of ten?

5. What time do the beginners' slopes close?

6. Write back soon.

7. Bye for now,
   Brenda



LIVEWORKSHEETS