

English 812 – Unit 5: Formal letters and emails

Follow these points in order to write a formal letter or email

1. Which course you are interested in studying
2. Ask for an application form
3. Ask about the way of applying
4. Ask about how much to pay (fees)
5. Ask about the starting date and the schedule
6. Mention your personal details (age, name of your school, certificate)

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**Question: Drag the main elements of the letter/email then drop it.**

From: Noor Ali  
Date: 28<sup>th</sup> February 2021  
To: Middle East Academy  
Subject: Information about the course

Ask questions

Reason for writing

Address

Give personal details

Sign off

Closing remark

Dear Sir/Madam,

I am interested in studying English at Middle East Academy. Could you please send me information about the course? I would also like to know if I can apply online. Would you please send me the application form? I want to know about the way of payment. Can I pay by a credit card? Can I know the starting date of the course and what the schedule is?

I am 18 years old and I just graduated from Estiqlal Secondary School. I can speak English fluently. I will attach my school certificate and C.V.

I look forward to hearing from you,

Noor

By Tr. Noor Abu Kamal