

Written to a professor, colleague, boss, ... , ... etc.

Must always be professional and language must be ...

<b>SALUTATION</b>	Dear Professor Johnson, Dear Sir / Madam, Dear Mr. Bond, Dear Ms. Myers,
<b>INTRODUCTION</b>	I am sorry to tell you I am sick and will not be able to attend class. I am writing to complain about the article you published in your newspaper last September 9. I am writing to get more information about...
<b>BODY</b>	I am a graduate from Penn State University and I would like to ..
<b>CLOSING</b>	Thank you for your time. I would appreciate a prompt answer. I look forward to your reply.  Best regards Yours sincerely, Yours faithfully,
<b>SIGNATURE</b>	Full name

### Extra tips.

- Use formal language. Contractions are unacceptable.
- Use connectors:
  - Moreover,...
  - Apart from the aforementioned,...
  - Because of that,...
  - As a result,...
  - Unfortunately,...
  - Nevertheless,...
- Use compound, long sentences.

**Answer these questions.**

When the email starts with 'Dear Ms Fields', the closing will be:

When the email starts with 'Dear Sir or Madam', the closing will be:

Replace 'about' in the following sentence:

'I am writing about your article'

= 'I am writing \_\_\_\_\_ your article

**Answer these questions using Yes or No**

Can we use contractions in formal writings?

Is 'thank you' appropriate in a formal writing?

Do we write formal emails to teachers?

Can you use your real name in an exam?

Is it appropriate to use a lot of phrasal verbs?

**Complete these formal expressions:**

Apart from the \_\_\_\_\_,

As a \_\_\_\_\_,