

WRITING A FORMAL LETTER

The Address of the person you are writing to
The inside address should be written on the left, starting below your address.

Dear Mr Brown
Dear Ms White
Dear Sir
Dear Sirs
Dear Madam
Dear Sir or Madam

Your Address

The return address should be written in the top right-hand corner of the letter.

Lotus INC
22 Blue Street
Paris
W18 6DH
Phone: 071 066 429
7 January 2012

Peter Parker
14 Plowden Road
Torquay
Devon
TQ6 1RS

Salutation or greeting:

1) **Dear Sir or Madam**, if you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name. 2) **Dear Mr Jenkins**, if you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

Body of the letter

Dear Mr. Parker,

With reference to your letter of January 5th, we are sorry to inform you that we do not have any vacancies available at the moment. We are impressed with your qualification and work experience and will definitely consider your candidature when vacancies arise in future.

Please feel free to contact us again if we can help in any way.

Yours sincerely

James Mathews
HR Manager of Lotus INC

First paragraph

The first paragraph should be short and state the purpose of the letter- to make an enquiry, complain, request something, etc.

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

Last Paragraph

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

Ending a letter:

1) Yours faithfully

If you do not know the name of the person, end the letter this way 2) **Yours sincerely**

If you know the name of the person, end the letter this way 3) **Your signature**

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name.

Common Phrases

*In my opinion
From my point of view
It appears that
I believe
I suppose
At the same time
Moreover
On the other hand
Nevertheless
Even though
It seems to me that
Undoubtedly
Therefore
Firstly
Secondly
Finally
At the same time
Meanwhile*



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Danesi, Marcel



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Table of Contents Formal Letter Writing Activity Esl

1. Understanding the eBook Formal Letter Writing Activity Esl
 - The Rise of Digital Reading Formal Letter Writing Activity Esl
 - Advantages of eBooks Over Traditional Books
2. Identifying Formal Letter Writing Activity Esl
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Formal Letter Writing Activity Esl
 - User-Friendly Interface
4. Exploring eBook Recommendations from Formal Letter Writing Activity Esl
 - Personalized Recommendations
 - Formal Letter Writing Activity Esl User Reviews and Ratings
 - Formal Letter Writing Activity Esl and Bestseller Lists
5. Accessing Formal Letter Writing Activity Esl Free and Paid eBooks
 - Formal Letter Writing Activity Esl Public Domain eBooks
 - Formal Letter Writing Activity Esl eBook Subscription Services
 - Formal Letter Writing Activity Esl Budget-Friendly Options

6. Navigating Formal Letter Writing Activity Esl eBook Formats
 - ePub, PDF, MOBI, and More
 - Formal Letter Writing Activity Esl Compatibility with Devices
 - Formal Letter Writing Activity Esl Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Formal Letter Writing Activity Esl
 - Highlighting and Note-Taking Formal Letter Writing Activity Esl
 - Interactive Elements Formal Letter Writing Activity Esl
8. Staying Engaged with Formal Letter Writing Activity Esl
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Formal Letter Writing Activity Esl
9. Balancing eBooks and Physical Books Formal Letter Writing Activity Esl
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Formal Letter Writing Activity Esl
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Formal Letter Writing Activity Esl
 - Setting Reading Goals Formal Letter Writing Activity Esl
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Formal Letter Writing Activity Esl
 - Fact-Checking eBook Content of Formal Letter Writing Activity Esl
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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