

# 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 5<sup>th</sup>, 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*



# Formal Letter Writing Activity Esl

**Richard Bailey**

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the name Richard Bailey.

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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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