

Layout for a formal letter

Sender's address and
other contact info:
Email
Telephone
Fax

Date

Recipient's address
Reference number if
available

Dear..... (If name is
unknown use Sir/Madam)

- It may be appropriate to start with a reference line
Re:.....
- Do not use contracted forms - write all words in full.
- Use formal standard English - no slang
- Keep sentences precise and get straight to the point
- Keep business letters focussed and do not waffle on!
- If complaining, be polite and use intelligent vocabulary.

Sum up your main point and state that you look forward to a response
to your letter / query / complaint etc if appropriate.
Thank you, in advance, for taking time to respond to my ...

Yours faithfully - (if greeting is to Sir/Madam)
Yours sincerely - (if name is given)

Layout for an Informal letter

Sender's address

Date

Dear.....

- You may have more than 2 paragraphs. Depending on who the recipient is you will have varying levels of informality.
- It is generally accepted that in informal letters contracted forms can be used: *can't* instead of *can not*; *haven't* instead of *have not* etc.
- You may also use a more colloquial language register - chatty tone that you might use in speech / mild slang words.
- Punctuation can be less formal: exclamation mark! used to signify shock or a joke; dashes - instead of commas; brackets used to separate additional ideas/references....

Degree of intimacy with recipient will determine the
way you sign off:
Best wishes / Kind regards / Yours truly / With love...

Format Of Formal And Informal Letter For Class 1

Karin Nielsen-Saines



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Format Of Formal And Informal Letter For Class 1 Introduction

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