



WRITING A FORMAL LETTER

ADDRESSES

- **Your address:**
 - The return address should be written in the top right-hand corner of the letter.
- **The address of the person you are writing to:**
 - The inside address should be written on the left, starting below your address.



DATE

- Different people put the date on different sides of the page. You write this on the right or the left on the line after the address you are writing to. Write the month as a word.



SALUTATION OR GREETING

- **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.
- **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.



CONTENT OF A FORMAL LETTER



- **Introduction:**
 - A short introduction that states the purpose of the letter to make an enquiry, complain, request something, etc.
- **The body :**
 - (2 : 4 paragraphs) that contains the relevant information. Most letters in English are not very long, so keep the information to the essentials and concentrate on organizing it in a clear and logical manner rather than expanding too much.
- **The conclusion:**
 - The final paragraph (suggested action to be taken, closing remarks, express understanding, promises, etc.



ENDING A LETTER

- **5.1 Yours faithfully:**
 - If you do not know the name of the person, end the letter this way.
- **5.2 Yours sincerely:**
 - If you know the name of the person, end the letter this way.
- **5.3 Your signature:**
 - Sign your name.





WRITING AN INFORMAL LETTER

Beginning a letter

The style for the letters is that Everything should be aligned to the left. In the next slide, the details that should be the top left corner are shown.



Details in the top left corner



**Blk 270, Tampines st. 21,
#06-159,
Singapore 520270**

(Block and street name/no)

(unit no. if any)

(postal code)

(leave a line here)

Dear Malathy,

(dear followed by your friend's name)

Beginning the letter

After the Dear and your friend's name, go to the next line and begin your letter.

You're writing to a friend or relative so you can be *chatty* and *friendly* in your opening paragraph.



Body of letter

- Write about 2, or 3 paragraphs on what you wanted to convey.
- Make sure the contents are relatable and easy for the reader to understand.



Ending off

I hope to hear from you soon!

(leave a line here)

***Yours truly,
Jacintha***

