

Writing: Formal Letters

1. Opening	<ul style="list-style-type: none"> ▪ Dear Mr.../Mrs.../Ms..., ▪ Dear Sir or Madam, ▪ To whom it may concern,
2. Reason for writing	<ul style="list-style-type: none"> ▪ I am writing... ▪ I am writing with regards to... ▪ I am writing on behalf of...
3. Main body	<i>Answer the question (approx. 2 paragraphs)</i>
Referring to their letter	<ul style="list-style-type: none"> ▪ As you stated in your letter, ... Regarding ... Concerning ... With regard to ...
Asking Questions	<ul style="list-style-type: none"> ▪ I would be grateful if ... ▪ I wonder if you could ... ▪ Could you ...? ...
Requesting information	<ul style="list-style-type: none"> ▪ Could you tell me something about ...? ▪ I would particularly like to know ... ▪ I would be interested in having more details about
Making a complaint	<ul style="list-style-type: none"> ▪ I am writing to complain about ... ▪ You said ... but in fact what happened ... ▪ We were supposed to stay with British families ▪ whereas we actually stayed in a guest house
Making a proposal	<ul style="list-style-type: none"> ▪ The principal aims/objectives of this proposal are to... ▪ ... should be .../ ought to be ▪ There should be an enquiry into... ▪ I recommend that
Applying for a job or programme of study	<ul style="list-style-type: none"> ▪ I would like to apply for the position of... as advertised in... ▪ I am looking for a part-time English course and would like to apply for ... ▪ I have recently seen your advertisement for the position of... in... I am writing because I would like to submit my application. ▪ Please find my CV attached.
4. Closing	<ul style="list-style-type: none"> ▪ If you require any further information, please do not hesitate to contact me. ▪ I look forward to hearing from you. ▪ Please contact me if you have any further questions. ▪ I would appreciate it if you could contact me to the above address.
5. Sign off	<ul style="list-style-type: none"> ▪ Yours faithfully (dear + surname) ▪ Yours sincerely (dear + sir/ madam) <p>First name and surname</p>