

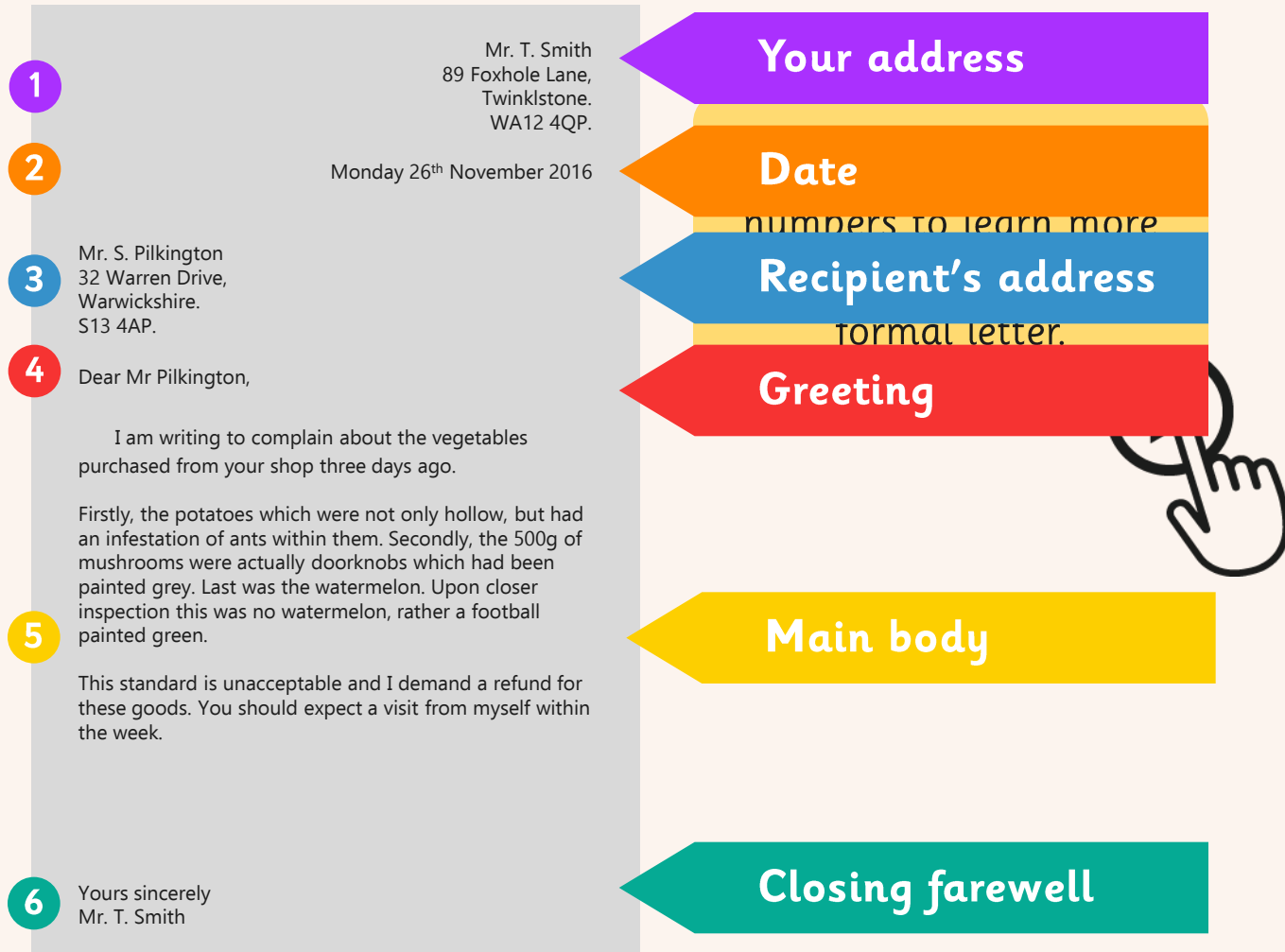
How to Write a Formal Letter



Aim

- To learn how to correctly set out a formal letter.

Layout



Beginning Your Letter



If you don't know who to address your letter to, then you must begin the letter with:

Dear Sir or Madam,



If you know the name of the person you are writing to, then you must begin the letter with Mr, Mrs or Ms along with their surname:

Dear Mr Smith,

Ending Your Letter



If you don't know who to address your letter to, then you must end the letter with:

**Yours faithfully,
(YOUR NAME)**



If you know the name of the person you are writing to, then you must end the letter with:

**Yours sincerely,
(YOUR NAME)**

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