

Formal Letters

- This is the general layout for formal letters.

addressee = person who receives the letter

sender = person who sends the letter

Sender´s address (1)	
Addressee´s name / title	Date
Address	
 Dear Sir / Madam / Mr Kenny / Mrs Bradford,	
I am writing to apply (2)	
.....	
.....	
.....	
 I look forward to hearing from you. (3)	
 Yours faithfully / Yours sincerely, (4)	
 Signature	
Name and surname in clear writing	

(1) You mustn´t write your name, only the full address.

(2) Begin the letter by explaining the reason why you are writing (job application, complaint, etc.)

(3) This sentence is optional. It expresses our wish to receive news from the addressee.

(4) *Yours faithfully*: we use it when we don´t know the addressee´s name and, therefore, we have started the letter with "Dear Sir/Dear Madam".

Yours sincerely: used when we know the addressee´s name.

Note that these expressions are followed by comma.

- Notice that in formal letters we never use contractions: *I am* (not *I´m*)

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