

Revision sheet for formal and informal letters

Formal letters.

- ❖ The address goes in the top right hand corner of the page
- ❖ The date goes underneath the address.
- ❖ If the persons name is unknown, begin the letter with "Dear sir", "Dear Madam", or "Dear Sir or Madam" and finish the letter with "Yours faithfully"
- ❖ If the persons name is known, begin the letter with Dear Mr/Mrs and the persons surname and finish the letter with "Yours sincerely"
- ❖ Always use standard English.
- ❖ Begin the content of the letter by saying why you are writing followed by the details
- ❖ Tip: Plan ahead by listing the points you want to make prior to writing the letter.
- ❖ Finish the letter by saying what you'd like to happen next, e.g. "I hope to hear from you soon".

Informal Letters

- ❖ Begin with putting your address in the top right hand corner of the page
- ❖ The date goes underneath the address.
- ❖ Begin the letter with "Dear" and the person's name.
- ❖ Finish the letter with either "Yours sincerely", "Yours", or maybe even "love from" but only if you know the person well and like them.
- ❖ Tip: even though you can use informal English within your letter when writing to somebody you know, ensure you still want your intentions for writing to be clear.