

Formal Letters in English

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- typical features???

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I'm writing to...

Dear Mr Smith

I would appreciate if...

pretty sure

Yours faithfully,

I look forward to your answer

With love

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- NO everyday, colloquial language; slang or jargon
- NO contractions (I'm; it's, we've, etc)
- NO emotive, subjective language (terrible, rubbish etc)
- use 'modal verbs' such as would, could and should.
- „Please send me“ → more formally „I would be grateful if you could send me“
- Don't overdo it though, and don't make your language too formal or maybe old fashioned.

Tips for formal letter

- as short as possible but not shorter
- clearly written
- clearly set out
- well structured – paragraphs
- appropriate in tone and style