

If you don't know the person's name, begin the letter, 'Dear Sir,' or 'Dear Sir or Madam,' Notice the comma.

The name and address of the people you're writing to.

The date can also be written March 4th 1985, or 4/3/85. First the date, then the month, then the year.

Your address, but *not* your name.

Breakaway,
84, Clarendon Road,
Colchester.

17, Brick Street,
London. S.W.1.

4th March 1985

Dear Sir,

I saw your advertisement for holiday cottages in the Guardian newspaper.

Could you please send me a copy of your 1985 brochure, and include information such as price lists and booking arrangements?

I look forward to hearing from you, and thank you in advance.

Yours faithfully,
John Naunton
John Naunton

You can indent or begin on the left-hand side. It doesn't matter. But keep to one style in one letter.

It is becoming more frequent to address women as *Ms* in business letters, whether you know they are married or not.

- 3 Some useful phrases
 - a. Asking someone to do something
Could you please . . . ? (Not Please could you . . .)
I would be (most) grateful if you could . . .
 - b. Saying you have included another document
Please find enclosed a cheque for . . .
I enclose a stamped addressed envelope.
 - c. Ending the letter
I look forward to hearing from you soon.
(I look is formal; I'm looking is informal.)
I hope to hear from you soon is slightly more informal.
- 4 There are no contractions in a formal letter.

I have		not		I've
I am				I'm

Writing

A formal letter of enquiry

- 1 Notice the organization of the letter.
 - Paragraph 1 Introduction.
 - Paragraph 2 The body of the letter.
 - Paragraph 3 The conclusion.
 - Ending 'Yours faithfully,' if you begin 'Dear Sir,' and 'Yours sincerely,' if you begin 'Dear Mr Smith,'.
 - Your signature and your name printed clearly underneath.

- 2 Notice that most letters in English, formal and informal, begin with 'Dear . . .,'
If you don't know the name of the person you're writing to, begin *Dear Sir,* or *Dear Sir or Madam,*
If you know the name of the person you're writing to, begin *Dear Mr Brown,*
Dear Mrs Black,
Dear Miss Jones,
Dear Ms Jackson,