

Formal Letter Layout

Sender's Address

Sender's Address

Sender's Address

(skip a line)

Date

(skip a line)

Name of the person you are writing to

Their position

Their address

Their address

(skip a line)

Greeting – Dear Sir / Madam / Name

(skip a line)

Paragraph 1

(skip a line)

Paragraph 2

(skip a line)

Paragraph 3

(skip a line)

Sign Off – Yours sincerely (know the person's name) / faithfully (don't know their name)

(skip a line)

Signature