**STRUCTURE OF A LETTER / AN EMAIL IN ENGLISH**

*Dear Mr. John Smith* – (se tivermos o nome.)

*Dear Sir/Madam*

*To whom it may concern* – (carta de recomendação)

1ST PARAGRAPH – refer to the reason / motive / file / doc / topic.

*I would like to be considered for the position of… as advertised…*

2ND PARAGRAPH – context – details

*As you can read from the cv I am attaching to this letter, I /my…*

(“enclose” – é o mesmo que anexar se os documentos forem por correio.)

3rd PARAGRAPH – what you want the receiver to do.

*I am available for an interview according to your…*

*Looking forward to an interview…*

FINAL

*Yours Faithfully –* (quando não sabemos o nome da pessoa)

*Yours sincerely*

*Yours*

*Best regards*

*Kind Regards*

*Regards –* (é um cumprimento)

*Compliment –* (é um elogio)

Chat GPT – “Honed” ; “Realms” – “Passion”.