Template

*%Recipient Name%*

*%Address Line 1%*

*%City%*

*%Country%*



*%Company Name%*

*%Address Line 1%*

*%City%*

Telephone: *%Phone Number%*

Email: %*Email%*

Date: *%Date%*

Dear %*Recipient Name%* [use title (e.g., Mr, Ms etc.) then Surname if letter written by individual **OR** use Company Name if letter from company/firm]

**[Subject of your formal letter (optional) (e.g., name of event, order/ invoice number)]**

*Introduce yourself and your letter here. Explain why you are writing. Use short sentences with one point per sentence to make your writing clear and concise.*

*This paragraph and the following paragraphs make up the main body of your letter and should include as many details as possible. For example, if your letter is about an event or is disputing a contract, you should include relevant dates, order numbers and/ or costs.*

*Do not be afraid to refer to and/ or enclose copies of important documents, plans, or photographs if this will illustrate the relevant circumstances more clearly. You can also use bullet points or numbering to break up the text and make it easier to follow. For example, we enclose the following:*

1. *Letter dated 12th March 2021;*
2. *Contract between X and Y signed 15th and 18th March 2021; and*
3. *Plan.*

*If you have a preferred outcome or remedy, explain what it is and detail any deadlines for important actions.*

*End the letter by including contact details for a response if these are not evident from your headed paper. These might include a named contact, telephone number, reply address, and opening hours/ availability times.*