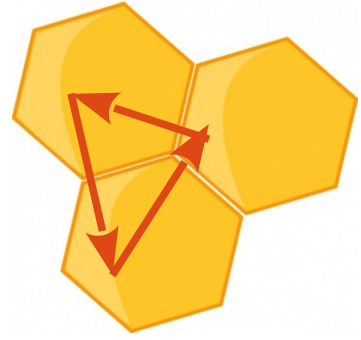


Formal letters



Contents:

- Contents of a formal letter.
- 2 possible layouts.
- Some tips.

Possible layouts of a formal letter

- With or without letterhead.
- Sender address:
 - Above, right-aligned, or in letterhead.
- Recipient's address.
- Date.
- Salutation.
- Subject line.
- Context & purpose.
- Body.
- Parting remarks & action points.
- Leave-taking & signature.

D.J. Duff
4A Sir Harrys Road
Birmingham
B5 7QH

Sender's address

Residential Lettings
2 Calthorpe Road
Birmingham
B15 1QP

Recipient's address

Monday, 12 July, 2006

Date of sending

To whom it may concern:

Salutation

RE: Notice for end of tenancy, 4a Sir Harrys Road.

Subject

With this letter we give notice that we will vacate the above property and end our tenancy by the end of our next monthly period on the 24th August.

Context & Purpose

Please find enclosed the fittings checklist. We will arrange delivery of our keys to the office of Residential Lettings on the evening of the 24th August. We will notify Residential Lettings of a forwarding address at a later date. We may be contacted through the following telephone number: +447991081525.

We thank you for the professionalism and care that you have exhibited before and during our tenancy.

Parting phrases & action points

Yours Sincerely



Leave-taking & signature

Damien Jade Duff

Enclosed: Fittings checklist.

Enclosed documents

G374E
ech.
omm.
Eng.

ISTANBUL TECHNICAL UNIVERSITY
Faculty of Computing and Informatics



Bill Gates, CEO
Microsoft Corporation
15010 NE 36th Street
WA 98052
United States

Monday, 12 July, 2006

Subject: Your visit to our university and further support.

Dear Bill Gates:

I am writing to express the sincere gratitude of myself and our faculty for your visit to your university, and your decision to bestow your material wealth on us in the form of infinite lifetime entries to Minatürk.

I also would like to ask you if your support could be extended to the likes of scholarships, infrastructure funds or funded positions. Such a support would be gratefully received and would certainly help to kick off our nascent partnership with the Microsoft Incubation research group in Istanbul.

We have, since your visit, visited Minatürk many times as a faculty, and have taken many photos. I cannot repeat enough how well-received your support is in this area. I am writing because I see an opportunity here to make a truly permanent and positive impact on our university, and our partnership with Microsoft.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Damien', is written over a horizontal line.

Damien Jade Duff
Liaison Officer

Multiple page formal letters should have a running header

Damien Jade Duff

17 February 2014

Page 3

Duff: Widget Order

- 3 -

17/02/2014

Things to be aware of when writing formal letters

- Needs to get to target.
 - Intended recipient & subject obvious.
- Refer to all enclosed documents.
- Get to point in first sentence.
- Succinct but polite.
- Specify any action required.
- Graphics & headings for clarity.

Possible salutations

- Dear Madam/Sir:
- To whom it may concern:
- To the manager:
- To the hiring manager:
- Dear Professor Smith,

**Unknown
recipient**



**Known
recipient**

Possible sign-offs

- With regards,
- Regards,
- Yours sincerely,
- Sincerely,
- Best wishes,
- Take care,

Formal

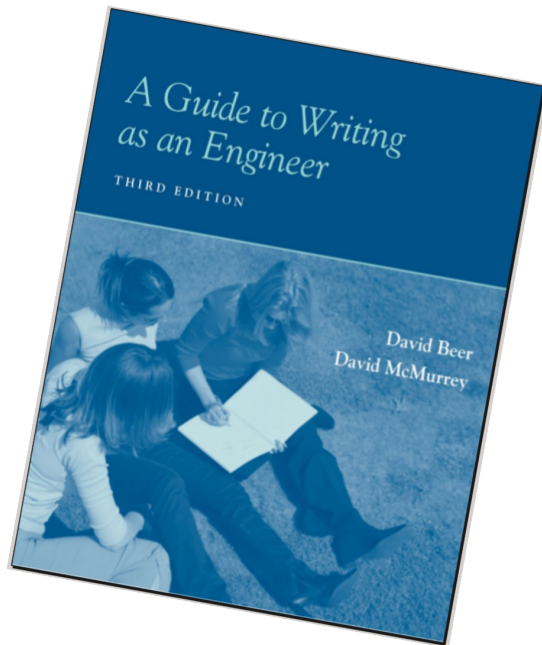


Informal

Remittance Advice:

Please send all money via direct deposit to 233253-235353
HSBC Bahamas.

Reading



Beer & McMurrey Chapter
4 – Section "Letters,
Memoranda, Email, and
Other Media for
Engineers".

Also, try the internet:

- <https://duckduckgo.com/?q=formal+letters>

