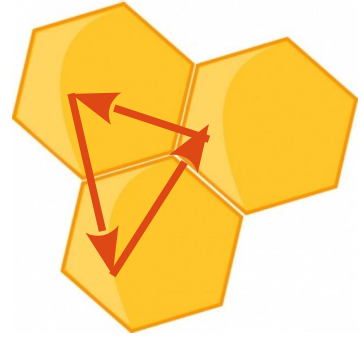


# Formal letters



## Contents:

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

# Essential components of a formal letter

- Sender's address.
- Date.
- Recipient's address.
- Salutation.
- Subject.
- Body.
- Compliment & signature block.
- Annotations.

# Possible layouts of a formal letter

BLG374E  
Tech.  
Comm.  
Eng.

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

Monday, 12 July, 2006

Residential Lettings  
2 Calthorpe Road  
Birmingham  
B15 1QP

To whom it may concern:

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

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 24<sup>th</sup> August.

Please find enclosed the fittings checklist. We will arrange delivery of our keys to the office of Residential Lettings on the evening of the 24<sup>th</sup> 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.

Yours Sincerely



Damien Jade Duff

Enclosed: Fittings checklist.

# Possible layouts of a formal letter

BLG374E  
Tech.  
Comm.  
Eng.

- With letterhead.
- Address in letterhead.



# 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

- The letter needs to get to its target.
  - The intended recipient should be obvious.
  - The subject should be obvious.
- Refer to all enclosed documents.
- Get to the point in the first sentence.
- Be succinct but polite.
- Specify any action required.
- Use graphics if necessary and use headings for clarity.

## **Remittance Advice:**

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

# Possible salutations

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

**Unknown  
recipient**



**Known  
recipient**

# Possible sign-offs

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

**Formal**



**Informal**