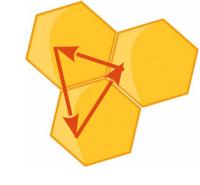
Formal letters



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

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 concem:

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 24th 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 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.

Yours Sincerely

Damien Jade Duff

Enclosed: Fittings checklist.

Possible layouts of a formal letter

ISTANBUL TECHNICAL UNIVERSITY Faculty of Computing and Informatics



- With letterhead.
- Address in letterhead.

Monday, 12 July, 2006

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

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 Minattirk.

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

Damien Jade Duff Liaison Officer Tech.
Comm.
Eng.

BLG374E

BLG374E Tech. Comm. Eng.

Multiple page formal letters should have a running header

Damien Jade Duff

17 February 2014

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Duff: Widget Order

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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 salutatons

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



Possible sign-offs

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

