

Formal letter

You use the formal letter when writing to someone you don't know, or about something that isn't personal. For example: to apply for a job, to make a complaint, or to request permission for something.

Your address in the top right-hand corner of the page

The name and address of the person to whom you are writing.

Mr. A. Smith
Manager
Company Name
Their Town
Their County
AU66 5EU

15 Your Road,
Your Town
Your County
AU44 6NE

The date usually in numbers.

24.09.09

The name of the person to whom you are writing.

Dear Mr. Smith,
or

If you do not know their name.

Dear Sir/Madam,

Reference: what your letter is about.

Re: Vacancy for a shop assistant.

This is where the content of your letter goes. Remember to write your letter in paragraphs.

If you know their name.

Yours sincerely,
or

If you used Sir/Madam.

Yours faithfully,

Your Signature.

P. Davies

Print your name so that it is clear.

P.Davies (MR)