FORMAL LETTERS – PRESENTATION AND STRUCTURE

1. SENDER’S ADDRESS

2. Ref. (REFERENCE)

3. DATE (WRITTEN IN FULL)

4. INSIDE ADDRESS (RECEIVER’S ADDRESS)

4.1. COURTESY TITLE (Mr. / Ms. / Mrs. / Miss) + NAME OF THE PERSON (e.g. Ms. Julie Smith)

4.2. POST / DEPARTMENT / COMPANY

4.3. ADDRESS:
   - NAME OF HOUSE / BUILDING
   - NUMBER OF BUILDING AND NAME OF STREET / ROAD
   - TOWN / CITY + POSTCODE
   - COUNTRY

5. SALUTATION

5.1  Dear Sir / Dear Madam / Dear Sir or Madam (Gentlemen - USA) – (In these situations you should mention the post / department you’re writing to in advance – e.g. For the attention of the Project Manager)

5.2  Dear + Courtesy title + Surname (e.g. Dear Ms. Smith)
6. BODY OF THE LETTER

6.1 1st paragraph - Introduction (Personal / Company)

6.2 2nd paragraph - Purpose of your letter + Advertisement (optional)

6.3 Following paragraphs – relevant aspects (according to the nature of your letter)

- Leave a blank space between each paragraph;
- Paragraphs are organized according to the information they convey;
- Use simple, objective language.
- Short sentences;
- Use a clear typeface. (e.g. TIMES NEW ROMAN)

7. COMPLIMENTARY CLOSES

7.1. I / We look forward to hearing from you

7.2. yours faithfully (yours truly – USA) – if you start the letter with Dear Sir / Dear Madam / Dear Sir or Madam

7.3. yours sincerely – if you start the letter with Dear + Courtesy title + Surname (e.g. Dear Ms. Smith)

8. SIGNATURE + POST

   e.g. Fiona Weaver

       Fiona Weaver
       Research Manager

8.1. p.p. (per pro)

9. Enc. / Enclosed: (further documents)