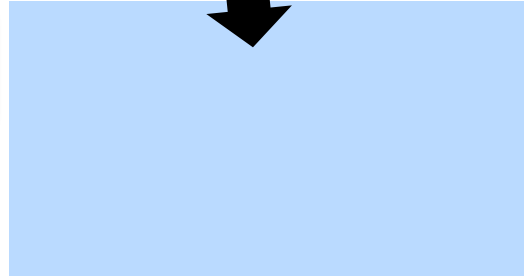
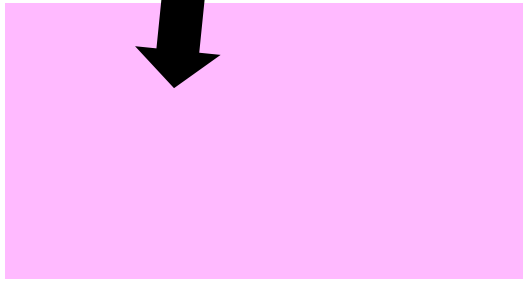


Writing a Formal Letter

Your address

Recipient's address



Dear

Date

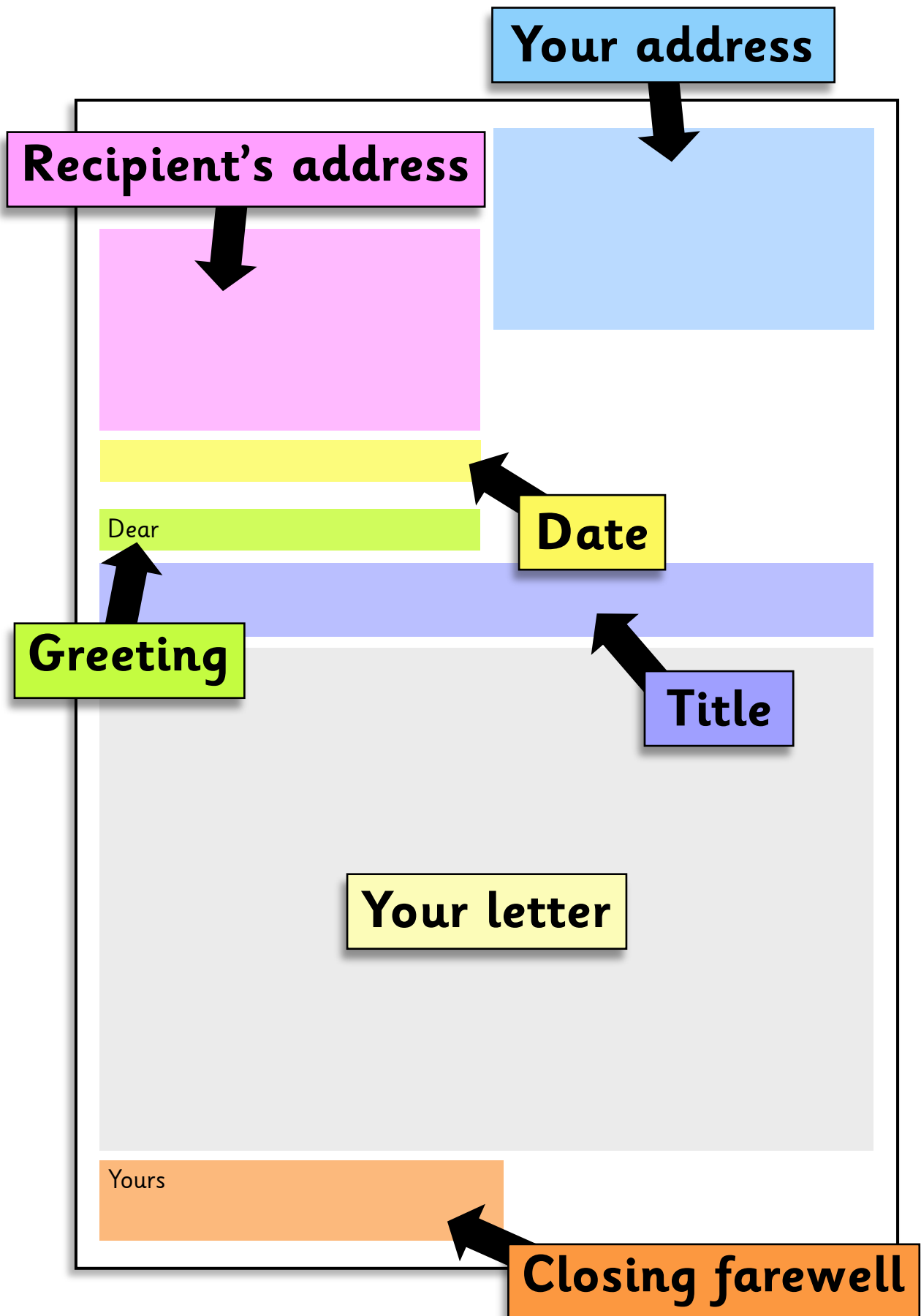
Greeting

Your letter

Yours

Closing farewell

Writing a Formal Letter



Use

Dear Sir or Madam,
and
Yours faithfully,

Beginning your letter

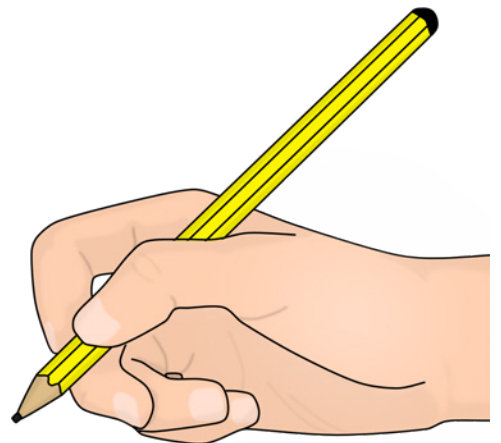
If you are writing to a whole organisation or you don't know who to address the letter to, begin with:

Dear Sir or Madam,

Closing your letter

When you begin with *Dear Sir or Madam* you must sign off using:

Yours faithfully,
[Your Full Name]



Use
Mr, Mrs, Ms
and
Yours sincerely,

Beginning your letter

When you are writing to a specific person and you know their name, address them politely using Mr, Mrs or Ms and their surname:

Dear Mr Brown,

Closing your letter

When you begin your letter in this way you can sign off using:

**Yours sincerely,
[Your Full Name]**

