

Writing Bank

A FORMAL LETTER

Write the name of the person (if you know it) and the address of the person/company you are writing to.

1 **24 King Street,
London W1A 3LF**

Write your address. Don't write your name.

2 **February 18th 1999**

Write the date under your address or above the address you are writing to: *February 18th, 1999* OR *18th February 1999.*

3 **The Cambridge Language School
11 Swallow Street
Cambridge
CB5 6UJ
England**

Begin *Dear Sir/ Madam*, if you *don't* know the name of the person you're writing to. Begin *Dear Mr Green/ Ms Black* if you know the name, NOT ~~Dear Mr John Green.~~

4 **Dear Sir / Madam^s,**

Put a comma (,) after the name, NOT a colon (:).

5 **I am writing to ask for information about your language courses.**

Don't use contractions.

6 _____

7 **I look forward to hearing from you.**

If you want to receive a reply, write as a final sentence:
I look forward to hearing from you.

8 **Yours faithfully**

9 **Carlos Perez**

10 **CARLOS PEREZ**

Sign your name.

Finish the letter *Yours faithfully* (if you started with *Dear Sir/ Madam*) or *Yours sincerely* (if you started with *Dear + name*).

Write your name in capital letters.

Typical first sentences

I am writing to ask for information about (your hotel, etc.).
ask about (an alarm clock I left in your hotel).
make a reservation (for a double room...)
complain about (the service I received...)
apply for (the job you advertised in *English Today*).

Typical last sentences

I would be very grateful if you could send me further information (about...)
Could you please send me an application form?
I enclose (my CV/a colour photograph.)