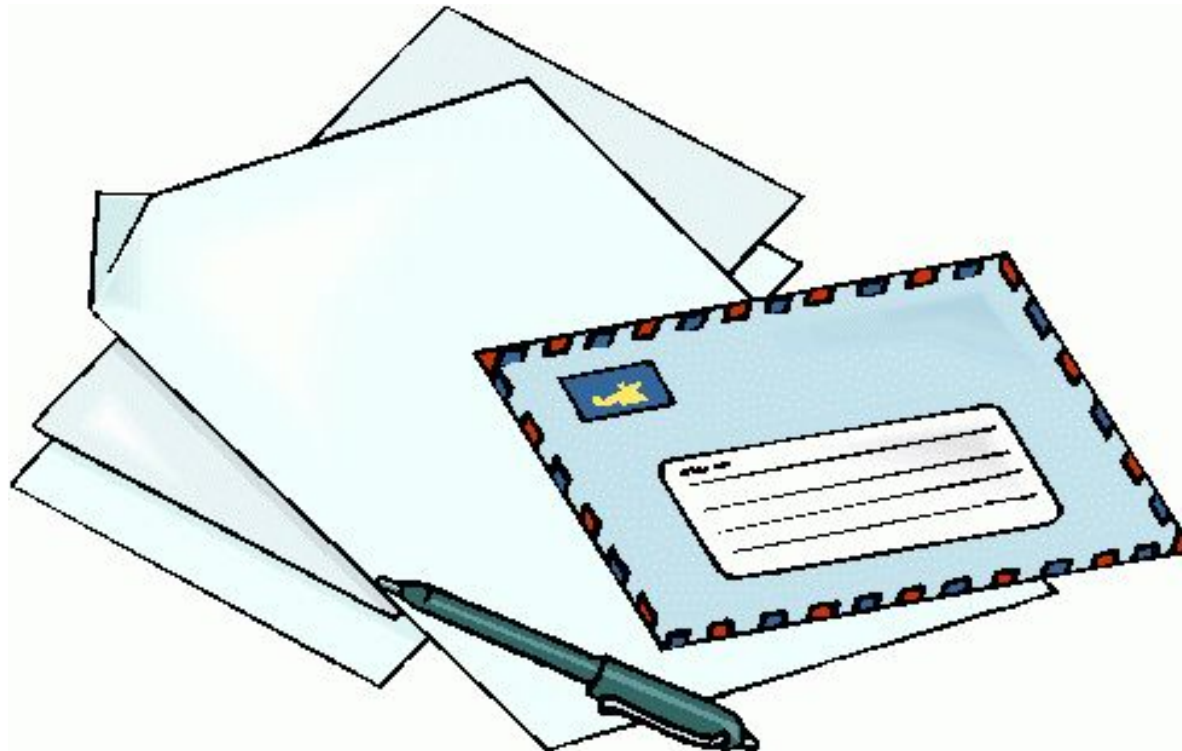


Letter writing



Rules for Writing Formal Letters in English

In English there are a number of conventions that should be used when writing a formal or business letter. Furthermore, you try to write as simply and as clearly as possible, and not to make the letter longer than necessary. Remember not to use informal language like contractions.

Addresses:

1) Your Address:

The return address should be written in the top left-hand corner of the letter.

2) Date:

Different people put the date on different sides of the page. You can write this on the right or the left on the line after the address you are writing to. Write the month as a word.

3) The Address of the person you are writing to:

The inside address should be written on the left, starting below your address.

Salutation or greeting:

1) Dear Sir or Madam,

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

2) Dear Mr. Jenkins,

If you know the name, use the title (Mr., Mrs., Miss or Ms., Dr., etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs. or Miss, you can use Ms, which is for married and single women.

Ending a letter:

1) Yours faithfully

If you do not know the name of the person, end the letter this way.

2) Yours sincerely

If you know the name of the person, end the letter this way.

3) Your signature

Sign your name, then print it underneath the signature. If you think the person you are writing to might not know whether you are male or female, put your title in brackets after your name

Sample application

Sender's address

(Your address-
ABC.

Date (April 06, 2016)

Receiver's address

XYZ.

Subject: Reason for writing this letter

Salutation (Dear Ms./ Mr./ Miss)

Main body

1st Para

2nd Para

3rd Para

Conclusion: closing remarks

Complimentary close (Yours sincerely/ Yours faithfully/ Thanks and Regards)

Signature

Encl.: XYZ Documents (if any)

Asking for Permission

You are studying overseas. You need to return to your country before the end of the semester for a family event. Write a letter to your supervisor. In your letter:

1. Request time off
2. Explain why you need to leave early
3. Reassure him / her that your studies will not suffer
4. Begin your letter as follows: Dear Mr. / Ms _____

Reviewed By	Reviewed On	Comments / Changes Made
Ankita	09.09.2015	No changes made
Ruchika	29.02.2016	slide 2-added colon punctuation for address and address of the person
Gauri	06/04/2016	Changed Slide 4