FORMAL LETTER

C1

Procedure

- **Read** the task carefully & underline.
- Identify the **function**(s) you should use (e.g. *advising, reminding, requesting, suggesting*...).
- Use the underlined information to write a **plan** dealing with one point in each paragraph.
- Plan your letter and write (4 paragraphs)
- Follow letter-writing conventions

Opening

Dear *Mr / Mrs / Miss /*
Ms surname,
Dear Sir or Madam,
To whom it may concern,
For the attention of,

Starting the first paragraph

I am writing in regard to / with reference to... | I am writing in reply to… | I am writing to express my *concern about/disappointment with/disapproval of/apologies for*… | I have been asked to write to you concerning…. | In response/reply to your letter of (date), I am writing to... | One of the main reasons I am Ving | After having *received / seen* ... , I would like...

Asking for action

Could you tell me... | I would like to know if ... | I would like information on ... | I would be most grateful if you could ... | It would be helpful if you would ... | Please could you ... I hope you will.

Closing

I very much hope you will consider… | I am sure you will see… | I look forward to receiving your response… | It seems only fair that you should… | We hope that this has not caused you any inconvenience… | I look forward to hearing from you | Please, do not hesitate to contact me should you need any further information. | Yours sincerely | Yours faithfully

Extra Help

- Start with an **opening line** and give a **reason** to write.
- Cover **all the points** mentioned in the task; as well as your own ideas.
- Follow a logical **order** so that the whole letter/email is coherent.
- Finish the letter/email in a natural way.
- A formal style is appropriate when you're writing to someone you don't know or don't know very well, or when making an application or complaint. **Be polite.** Avoid contractions or colloquial language.

Sample Layout

Opening

Reason

Say why you are writing. Clearly state the subject or context.

Answer points in the task.

Answer points in the task.

Closing

Say what you expect the other person to respond to your letter if this is appropriate. *E.g. I hope you will consider my application / Thank you for considering my application.* **I look forward to hearing from you.**

Yours faithfully, / Yours sincerely,

Your name

Created by Ana Isabel Martínez.