Your Name

 1st Line of Address

 2nd Line of Address

Recipient’s Full Name Your City

1st Line of Address Your Postal / Zip Code

2nd Line of Address

Your City Today’s Date

Your Postal / Zip Code

The Salutation,

The first paragraph should be kept short and is designed to introduce you and to state the purpose of the letter- to make an enquiry, complain, request something, etc.

The paragraph or paragraphs in the middle of the letter should contain the relevant information behind the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

Formal Sign-off

Your Signature

Print your name