



# LETTER WRITING

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**1. Your contact information**

**2. Date**

**3. Contact information of the addressee**

## **FORMAL LETTER**

**7. Signature**

**4. Greeting**

**6. Closing**

**5. Body of the letter**

### **YOUR CONTACT INFORMATION**

Name, title, company name, address, phone number, email

### **DATE**

### **CONTACT INFORMATION OF THE ADDRESSEE**

### **GREETINGS**

Address the letter using a professional greeting and formal title ("Dear Mr./Ms./Dr.")

### **BODY OF THE LETTER**

Introduction - why you're writing the letter

Following paragraphs - details of your request

Concluding paragraph - reiterate the reason you are writing and thank the reader for reviewing your request



### **CLOSING**

Sign off with a formal "Sincerely", or "Best regards"

### **SIGNATURE**

Provide your handwritten signature or name

### **TIPS**

**CONSIDER YOUR AUDIENCE  
REMEMBER YOUR PURPOSE**

**GIVE ENOUGH DETAIL SO THAT THE RECIPIENT UNDERSTANDS THE 1)  
REASON AND 2) THE PURPOSE**