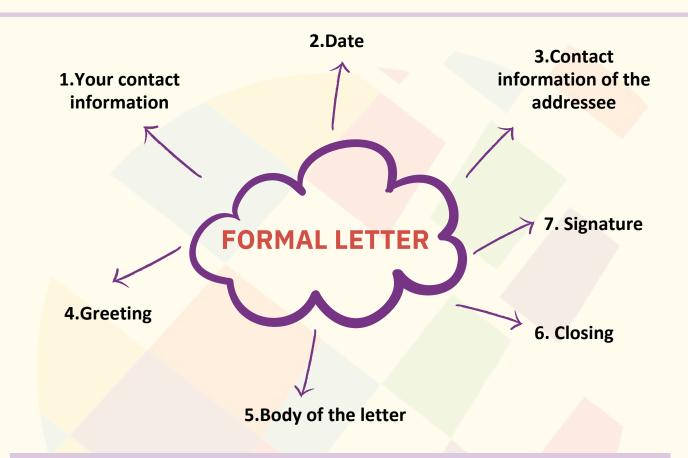


LETTER WRITING

questforexams.co.uk





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



CONSIDER YOUR AUDIENCE
REMEMBER YOUR PURPOSE
GIVE ENOUGH DETAIL SO THAT THE RECEIPIENT UNDRSTANDS THE 1)
REASON AND 2) THE PURPOSE

