

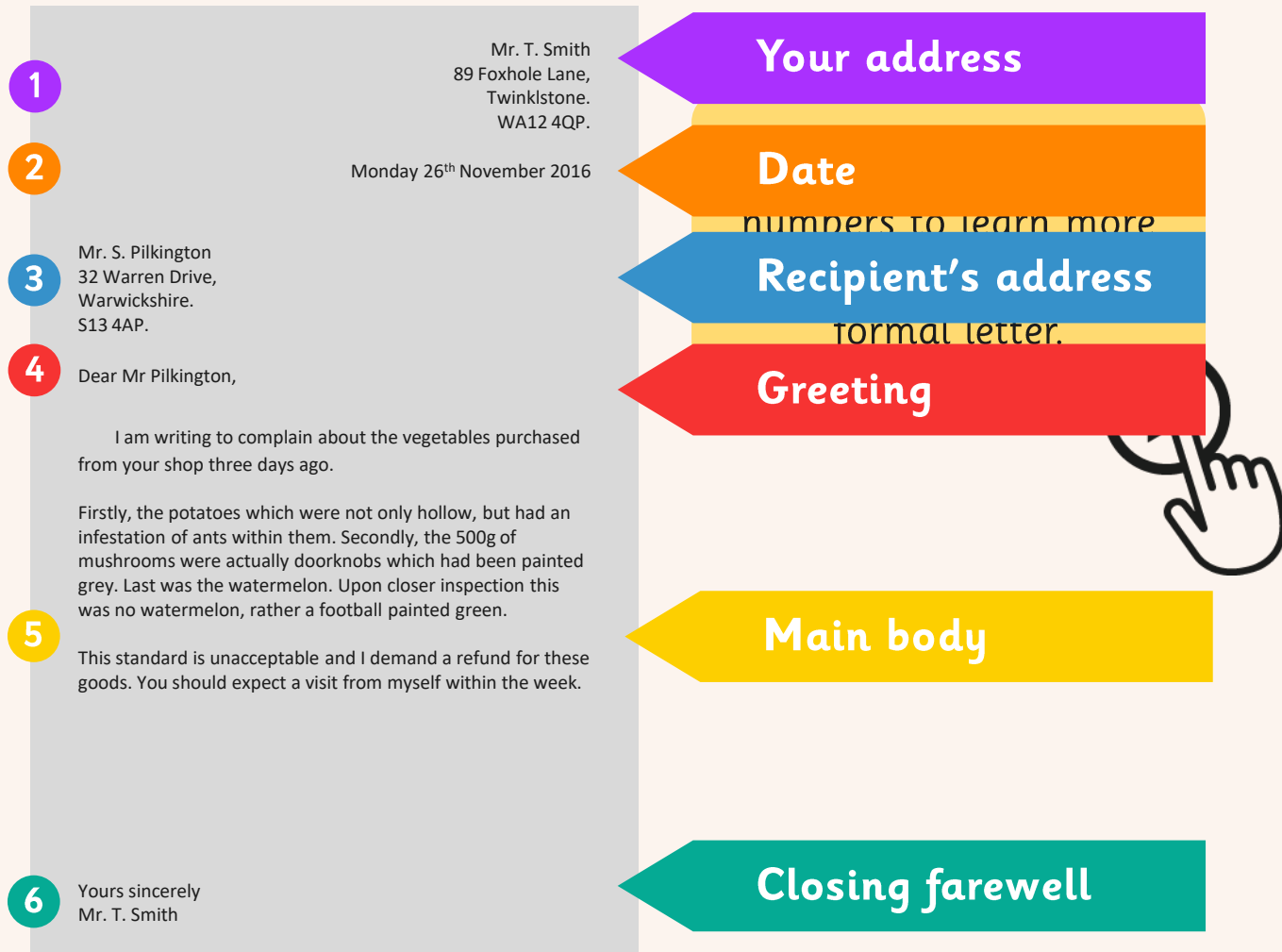
# How to Write a Formal Letter



# Aim

- To learn how to correctly set out a formal letter.

# Layout



# Beginning Your Letter



If you don't know who to address your letter to, then you must begin the letter with:

**Dear Sir or Madam,**



If you know the name of the person you are writing to, then you must begin the letter with Mr, Mrs or Ms along with their surname:

**Dear Mr Smith,**

# Ending Your Letter



If you don't know who to address your letter to, then you must end the letter with:

**Yours faithfully,  
(YOUR NAME)**



If you know the name of the person you are writing to, then you must end the letter with:

**Yours sincerely,  
(YOUR NAME)**