

# Formal Letter Layout

Use this letter layout when you write your letter.

The diagram illustrates the layout of a formal letter. It consists of several sections, each with a label and an arrow pointing to a corresponding box:

- Date**: A box in the top right corner.
- Your address**: A box in the top right corner, below the date box.
- Name of the person you are writing to.**: A long box on the left side.
- Job Title**: A box on the left side, below the name box.
- Address**: A box on the left side, below the job title box.
- Insert name**: A box on the left side containing the text "Dear \_\_\_\_\_".
- Topic sentence - what is the letter about.**: A box on the left side.
- Main body of letter**: A large box on the left side.
- Sign off - 'Yours sincerely' if you know the recipient's name. 'Yours faithfully' if you do not know it.**: A box on the left side.
- Signature**: A box on the left side, below the sign off box.