

**KEY SKILLS
COMMUNICATION
WRITING A FORMAL LETTER**

Below is the format used for writing a formal letter.

It is a lot easier to align everything to the left, especially when using a word-processing package.

It is now the acknowledged business format for business letter.

Use this as a guide for your entire letter writing exercises.

Your address

Town

County

Postcode

Date

The name
and address
town
county
and postcode of who
you are sending the letter to.

Dear Sir / Madam (If you don't know their name).

Dear name of the person (If you do know their name).

Make sure that all ideas and information are given in a sensible order and that you convey them clearly.

You need to provide accurate and complete factual content. Do not write more than you have to and so not waffle.

You should write legibly and check and correct grammar, spelling and punctuation. Make sure you use full stops, commas, capital letters, sentences and paragraphs correctly.

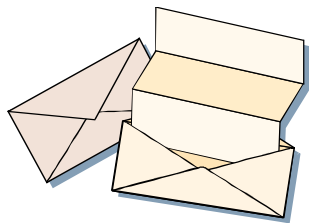
Yours faithfully (If you *don't know* the name of the person you are sending the letter to).

Yours sincerely (If you *know* the name of the person you are sending the letter to).

Exercise 1:

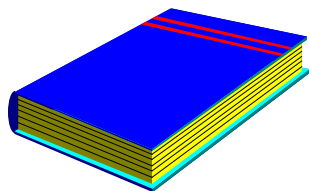
Using the 'Writing a formal letter' guide, choose from one of the following and write the appropriate letter.

1. You have seen a job advertised which you are interested in. Write a letter requesting an application form. The address is: Box 656, Evening Telegraph, 80 Cleethorpe Road, Grimsby, DN31 3EH. Remember to state that you are enclosing a stamped addressed envelope.



2. You have seen a catalogue that is designed especially for collectors. The catalogue costs £1.50. Write requesting a catalogue to: Box 2091, Evening Telegraph, 80 Cleethorpe Road, Grimsby, DN31 3EH. Remember to state that you are enclosing a postal order for £1.50.

3. You have seen a T-shirt advertised which you would really like. It comes in small, medium and large sizes in either navy, black or white. It costs £7. Write to: T-shirts 4 U, Grimsby Trading Centre, Grimsby Road, Grimsby, DN33 3BB. Remember to state which colour and size you would like and that you are enclosing a postal order for the cost.



4. Your friend has just got a flat on her own. You decide to send her a recipe book. Write to request a recipe book. The book is called Be-Ro Home Recipes Book and it costs £1.25. The address is: The Be-Ro Kitchen, PO Box 100, Blackburn, Lancashire, BB0 1GR. Remember to enclose either a cheque or postal order for the cost.

Exercise 2:

Many forms of communication take place electronically, sometimes an original letter with an original signature is still required.

- Draft a letter to your bank telling them you have changed your address. Give both the old and new address in your letter.

OR

- Draft a letter to an organisation you belong to, giving the same information.

OR

- Your room mate left six months ago, but he obviously forgot to tell the library in the nearby town that he had moved. You are tired of getting notices about overdue books. Write to the library to explain the situation and ask them to stop sending you their demands for money.

