**How to write a letter**

First off there are many types of letters such as formal letters - which are typically for business contacts, informal letters – letters to friends or family (someone you know), an email can also be seen as a type of letter.

Layout

Before you write the letter, you should write your address in the top right corner of the page, below your address you should also include the date the letter is being written. Under this on the left-hand side of the page you should write the address and the name of the recipient of the letter.

Recipients name and address

Your name, address and date

Business man 45 business street town, DE4 F56

John smith 123 house lane town, AB1 C23 18/03/2021

Introduction

Most all formal letters start with “Dear” followed by the name of the person you are writing, however if you do not know the readers name “Dear Sir/Madam” will work. If you are not sure of who is going to be reading the letter use something generic such as, “to whom ever it may concern”. There should always be a comma after the addressing statement.

Dear

Comma

 Dear Mr Smith,

Name of reader

After addressing the letter your opening sentence should state exactly why you are writing the letter, for example if you are writing the letter to apply for a job then your opening sentence should be “I would like to apply for the position of…”. When writing a formal letter you have to keep it to the point and for every point or different subject you discuss start a new paragraph.

Dear to whom ever it may concern, I am writing to you today to apply for the position of…

Short and to the point whilst still formal and professional

Purpose and tone

When writing a formal letter, it is important to keep the tone in mind for example tone is the way your letter sounds and comes across, if it’s a formal letter its important the tome is professional and avoid anything that seams casual and chatty.

It is also important to keep the purpose of the letter in mind and include all the relevant details which relate to the purpose, and not ramble. For example, if you are writing a job application talk about the job and why you feel you are an ideal candidate also include any relevant background information.

Finishing a letter

When finishing a letter, you should let the reader know what you want to happen for example if you wish to get a reply from them write “I look forward to your reply”

The way you “sign off” is different depending on who you addressed the letter too, if you used the persons name end with “yours sincerely,” then your name. But if you did not use a name when addressing the letter for example if you used sir or madam then you should end the letter with “yours faithfully”.

 John smith 5 123 house lane 8 town, AB1 C23 0 18/03/2021 Business man 45 business street town, DE4 F56

Dear Mrs Smith, I am writing to you to apply for….

Yours sincerely, John smith