

FORMAL LETTER DESK

FEATURES:

- the sender & recipient's address;
- the date & a greeting;
- formal introduction
- formal sentence structure & vocabulary;
- an introduction that explains the reason for writing;
- detail organised into paragraphs;
- adverbials, prepositional phrases and relative clauses for clarity;
- a clear conclusion with possible next steps;
- a formal signoff with a name.

ADVERBIALS

- however
- furthermore
- previously
- consequently
- regardless
- additionally
- finally
- in addition

Formal Signoffs

'Yours faithfully,'
if you don't know them

'Yours sincerely,'
if you do know them

Formal Greetings

'Dear Sir/Madam,'
if you don't know them

'Dear Mr/Mrs/Miss
(surname),'
if you do know them

SENTENCE STARTERS:

- I wish to express...
- I am writing to inform you...
- It has come to my attention . . .
- It is with regret that . . .
- I am delighted to inform you that .
- I hope that . . .
- I trust that . . .
- I would be grateful if . . .
- I appreciate that...
- I look forward to hearing from you.
- I eagerly await...

WORD BANK: invite, reply, delighted, await, mention, reply, respond, complain, notify, inform, advise, appreciate, grateful, hope, answer, discuss, explain, believe, experience, persuade, suggest, opinion, recommend, regret.

