



Semiformal letters

And a review of what we have learnt

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Semiformal letters

- **You write a semi-formal letter to some one who you know well, but you are not so close to them. Examples, could be your teacher, a colleague, or not-so-close a friend in another city/country.**
- **In such letters the language is a combination of formal and informal. You may use phrasal verbs and informal language, but contractions are not common.**

Semiformal topic:

You are working for a company. You need to take some time off work and want to ask **your manager** about this.

Write a letter to your manager. In your letter:

- Explain why you want to take time off work
- Give details of the amount of time you need
- Suggest how your work could be covered while you are away



Explain why you want to take time off work

Dear Jennifer,

I am writing to request some unpaid leave next month.

My parents 60th wedding is on March 21st and they are planning to celebrate this significant achievement with all their children and grand children. To do this, they have rented a house big enough to accommodate the whole family.



Give details of the amount of time you need

Suggest how your work could be covered while you are away

To participate in this occasion, I would need to be away from work for four days, from Monday 19th to Thursday 23rd. My schedule for that week relatively light, apart from two meetings with clients. Netta would be able to attend these in my place, as she has had previous dealings with both companies and knows the relevant staff there. I have no other urgent work commitments at that time.



Closing part

I would be very grateful if you could allow me this time. These few days are very important to my parents and the whole family, and it would be a way to thank them for all the support they have given me.

Best wishes



Another example

You work for an international company. You have seen an advertisement for a training course which will be useful for your job.

Write a letter to your manager. In your letter,

- explain why you want to take time off work
- give details of the amount of time you need
- suggest how your work could be covered while you are away



Dear Becka,

I am writing this letter to inform you about a crash-course in French I intend to take part in next month.

I saw the ad last week. The course is for beginners, starting on June 26th. It will take 30 days and the syllabus covers teaching basic language for commerce. Apparently, they have included some cultural tips as well so that the participants learn more about doing business with the French.

I was wondering if you could grant me a paid leave for attending the course. I think I need to leave for France a few days before the course starts, and I will take the plane back home as soon as the course finishes. Also, I need some financial support while I am staying in Paris. I talked to a friend of mine who is in Paris and she how high the prices are in that city.

I am sure my attending the course can bring big profits to the company. Aside from stablishing a better connection with our current French customers, I will find new ones as I am staying in Paris. I can introduce our new product, the XIC tile, to some French contractors to be used in their modern facades.

The registration for the course finishes in a week, so I would be looking forward to your reply before then.

Best wishes

Mahdi

