



Formal letters

Modarres Educational Group

A course presented by Mahdi Modarres

Structure of a letter

- Opening title

*Dear Sir or Madam,
Dear Mr./Ms. Hopkins*



Opening statement

- Introduce yourself (I am writing this letter to....) + Paraphrase the topic (the prompt)
- The aim of the letter

- *Example*



Body paragraphs structure

- Each bullet point in one paragraph.
- Proportionate length for each paragraph.



Restating the request

If it is the third bullet point to:

- *Complain (tell the manager how you would like the damage to be covered)*
- *Request: (ask for a second appointment)*
- *Thank (thank them for the service)*

Then do it in the third paragraph.

- If not, simply move on to the closing part because you have already explained what you want them to do. You can finish the letter with this fixed phrase:

I Look forward to hearing from you.



Closing phrase

Faithfully yours/ Yours faithfully,

Sincerely yours,

Best wishes, (if it is not too formal)

