



Writing a formal letter

1 Green Lane
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Lancashire
PR7 9NH

17th January, 2014

Mr T Holmes
The Editor
The Times
London
LW1 3TY

Avoid I am writing to.....

Dear Mr Holmes/ **Sir/Madam**

Re: (subject matter)

Introduction to who you are and reason for writing

Two or three paragraphs discussing the topic

Conclusion – summarising/thanking and asking for a response/reply

Yours sincerely /**faithfully**,
Mr I Comment

If you know
them, use
sincerely

Suggested Openings

- I wish to express my concern regarding..
- Following the recent article, published in....., I would like to propose/argue/express/put forward my view..
- As a concerned teenager/student/citizenI feel very strongly about the issue of and wish to argue/advise
- I feel compelled to respond/write/reply to/with regard to
-

Suggested Endings

- Finally, I would like to take this opportunity to thank you....
- Please do not hesitate to contact me if there are any further question/queries about this matter/ my proposals
- I look forward to your prompt reply
- I look forward to hearing from you soon
- I would welcome the opportunity to discuss this matter further and look forward to your response
- Many thanks for considering my views

Top Tips for Excellent Letters

1.) Use imperatives (command)

Imagine my horror when...

Picture the scene:

Consider

Discover

Think about

2.) Use rhetorical questions (remember to end the sentence with ?)

How would you feel if....?

What would...?

Why....?

3.) Use adverbial phrases

Arguably,

Clearly,

Sadly,

Horrifically,

Shockingly,

Ultimately,

Mainly,

Questionably,

Ironically,

Obviously

4.) Use connectives

Moreover,

Also,

Furthermore,

Additionally,

In addition,

Surely,

Ultimately,

To conclude,

In particular,

Without doubt,

5.) Use persuasive features FOREST DRIP