



# WRITING LETTERS

1535 Lengua Inglesa III

Curso 2022-2023

Pilar Aguado y Flor Mena



# **INFORMAL LETTERS**

# Informal letters have five parts:

- The Heading
- The Salutation (greeting)
- The Body
- The Closing
- The Signature



# The Heading

- The heading can include your address and the date. In casual, informal letters your address is not necessary

## Heading

508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004



# The Salutation (greeting)

- Dear \_\_\_\_\_. The blank is for the name of the person you are writing. After you write the person's name you put a comma ( , ) .



508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

**Dear Susan,**

**Greeting**

# The Body

- ▶ The body of the letter is the information you are writing in your letter.

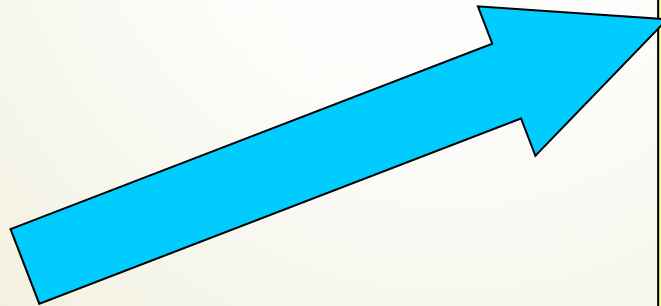


508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

Dear Susan,

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

## Body



# The Closing

- ▶ The Closing: In the closing the first word is capitalized and you put a comma after the last word.

Some examples of closings are: Sincerely,  
Your friend, Love, Very truly yours,



508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

Dear Susan,

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

**Your friend,**

# Closing



# Your Signature

- This is your name. It goes under the closing.

## Signature

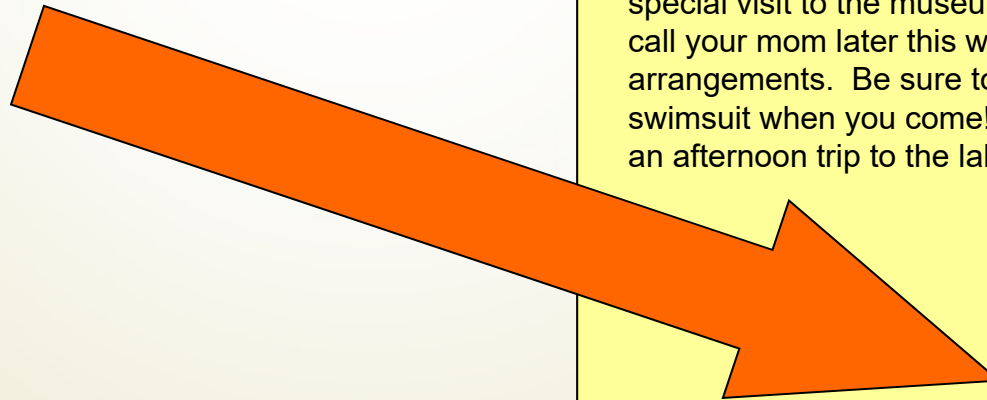


508 Bluebird Street  
Clarksville, Ohio  
January 5, 2004

Dear Susan,

I hope you will be able to come and visit next month. We are planning a special visit to the museum. My mom will call your mom later this week to make all arrangements. Be sure to bring your swimsuit when you come! We're planning an afternoon trip to the lake.

**Your friend,**  
**Allison**







# **FORMAL LETTERS**

# Layout

DATE

5 September 2011

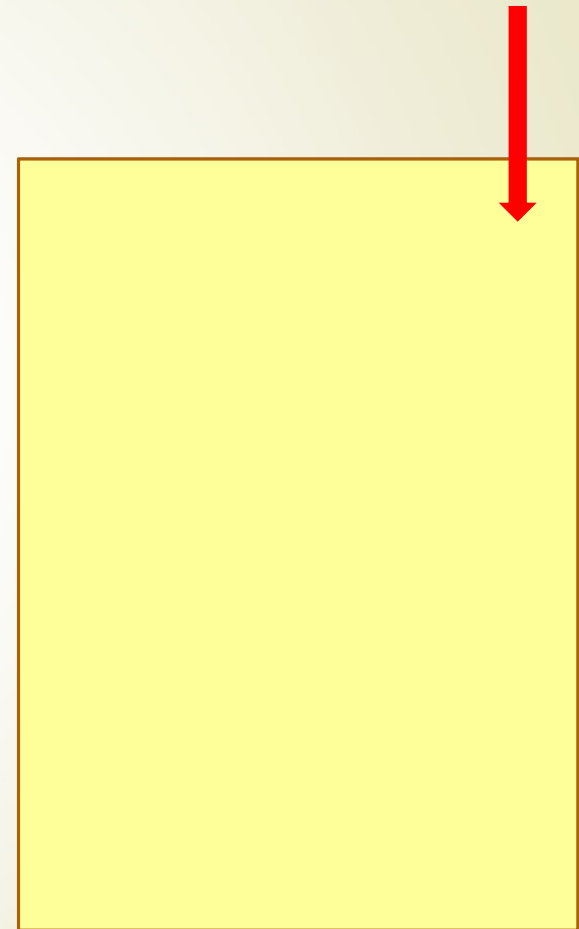
~~5 Sept. 2011~~

September 5, 2011

~~5.09.2011~~

~~9/5/11~~

5th September 2011





# Layout

BEGINNING

Dear Mr Cloud

~~Dear Mr J. Cloud~~

Dear Mrs Cloud

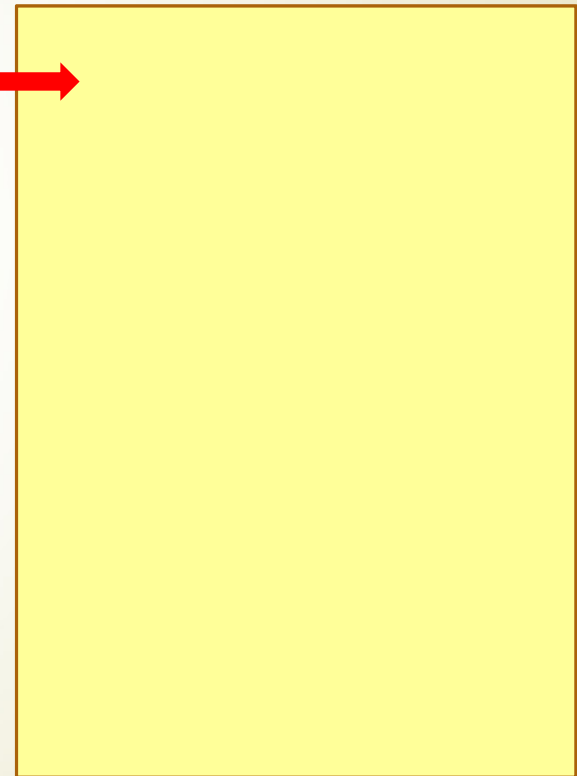
Dear Miss Cloud

Dear Ms Cloud

~~Dear Ms Mary Cloud~~

~~Dear Manager~~

Dear Sir or Madam



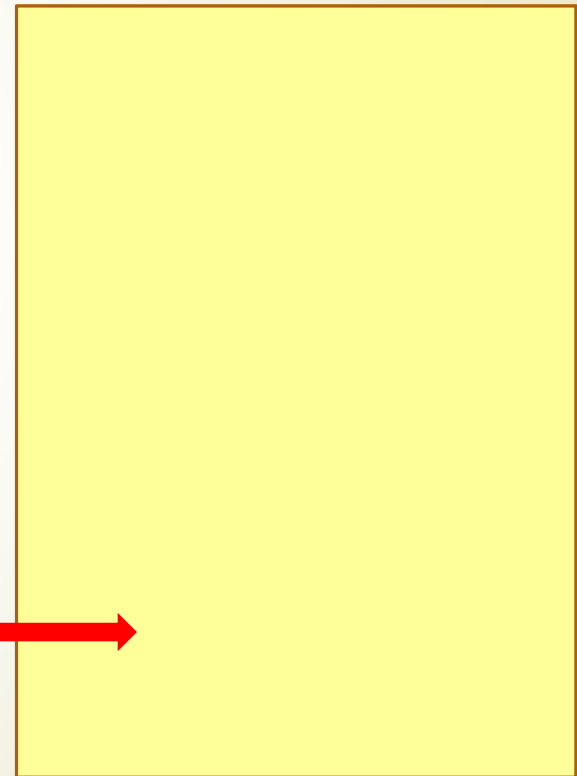


# Layout

ENDING

Yours sincerely  
(you know the name)  
signature  
NAME (printed)

Yours faithfully  
(don't know the name)  
signature  
NAME (printed)





# Introduction

- Why are you writing?
- Where did you get the information?

**BE AS ACCURATE AS  
POSSIBLE!**



# The main body

- Give details in one or several paragraphs.

**NO IRRELEVANT  
INFORMATION!**

# Conclusion

- Depends on the type of letter.

## CLOSING STATEMENT

I look forward to hearing from you.

I am looking forward to hearing from you.

~~I look forward to hear from you.~~

I look forward to your reply.

I am looking forward to your reply.



# Style

- ▶ Formal language and grammar!
- ▶ No short forms!
- ▶ No slang or colloquial words!
- ▶ Be factual rather than emotional!





# Letter of application

- ▶ Introduction
- ▶ Facts about you
- ▶ Why would you be suitable for the job?  
Promote yourself!
- ▶ Conclusion

I hope you consider my application. I would be available to attend an interview... I look forward to your reply.



# Letter of enquiry

- Introduction
- Ask all the necessary questions
- Conclusion

I would be grateful if you could answer these questions. I look forward to hearing from you.

## **USE POLITE QUESTIONS!**

I would like to know...  
Could you tell me...

# Letter of complaint/protest

- Introduction
- Give details
- Conclusion

Mention what kind of action you would like to be taken.

**BE FACTUAL, NOT EMOTIONAL!**



# Letter of apology

- Introduction
- Give details
- Conclusion

Suggest ways of putting things right.

**APOLOGISE AT LEAST TWICE!**



# Letter of thanks

- Introduction
- Give details
- Conclusion

**THANK THE PERSON or INSTITUTION AT LEAST  
TWICE!**