

# A formal letter

A formal letter is written to someone you don't know personally and it is usually of a business nature. Note the layout below:

The diagram shows a formal letter layout with the following components and callouts:

- Position of the person you are writing to and/or name of company (start one line below the date):** Points to the recipient's details: *Human Resources Manager, Jacksonville Swimming Pool, 72 Albany Ave., Chicago, IL 60616*.
- Your address: on the right-hand side of the page (without your name):** Points to the sender's address: *92 Park Lane, Boston, MA, 02215*.
- Date: below the address, leaving a blank line in between:** Points to the date: *June 18<sup>th</sup>, 20...*
- Greeting: on the left-hand side of the page (leave a blank line before and after the greeting):** Points to the salutation: *Dear Sir or Madam, / Dear Mr. Jones,*
- Signing off: on the left-hand side of the page, followed by a comma:** Points to the closing: *Yours truly, / Yours sincerely,*
- Your signature and your full name clearly written underneath:** Points to the signature and name: *Jill Thomas (Ms.)*
- Paragraphing: You can indent or write in blocked paragraphs leaving a blank line in between the paragraphs. Note that when using blocked paragraphs, everything begins on the left-hand side of the page, except your address and the date.** Points to the main body of the letter.

In a formal letter/e-mail, when you don't know the name of the person you are writing to, begin with **Dear Sir/Madam**. When you are writing to a woman and are unsure of her marital status, begin with **Dear Ms. + last name**.

**TIP**

# Phonetic symbols

Vowel sounds				Consonant sounds					
/i:/ read	/ɪ/ did	/ɛ/ next	/æ/ back	/p/ pet	/b/ book	/d/ doctor	/k/ kid	/g/ grandson	/tʃ/ chair
/ɑ:/ bottle	/ɔ:/ boring	/ʊ/ good	/u:/ food	/dʒ/ large	/f/ first	/v/ vet	/θ/ theater	/ð/ that	/s/ space
/ʌ/ butter	/ɜ:/ bird	/ə/ father	/eɪ/ player	/z/ has	/t/ take	/ʃ/ shop	/ʒ/ usually	/h/ whole	/m/ man
/oʊ/ boat	/aɪ/ nine	/aʊ/ about	/ɔɪ/ point	/n/ neat	/ŋ/ thing	/w/ wear	/l/ lips	/r/ room	/j/ yellow