

Features of formal letter writing

Layout features:

- ✔ Address of sender in the top right of page
- ✔ Address of recipient in top left of page underneath sender address
- ✔ Date letter was written
- ✔ Addressed to Dear Sir/Madam or Dear Mr/Miss/Mrs (name)
- ✔ Name of recipient
- ✔ Name and role of sender (if working in business)

Composition features:

- ✔ Opening - explain reason for writing
- ✔ Deliver full explanation/enquiry
- ✔ Body of text structured into paragraphs
- ✔ Formal tone
- ✔ A call to action for the recipient
- ✔ Signing off -

*If addressed to Sir/Madam > **Yours faithfully***

*If addressed to specific named person > **Yours sincerely***

Language features:

- ✔ Formal, business-like, impersonal language
- ✔ Standard English
- ✔ Technical vocabulary if necessary

Grammar and punctuation:

- ✔ Complex sentences using conjunctions
- ✔ Sophisticated punctuation choices, such as : ; - ,,

