

Formal Letters

Recipient's address

Your address

Date

Your letter

Greeting

If you **don't know** the recipient:

- Begin the letter with: *Dear Sir/Madam,*
- Close the letter with: *Yours faithfully,*
(full name)

If you **do know** the recipient:

- Begin the letter with: *Dear Mr. Smith,*
- Close the letter with: *Yours sincerely,*
(your full name)

Closing farewell

