Formal Letter Layout

1

2

3

4

5

6

6

7

8

9

10

11

Your address

Date

Address of the person you are witten to

Dear Sir or Madam,

Dear Mr. Smith,

Reason for writing: eg. I´m writing to complain about …

I´m writing in response to your advertisement.

Specific detail / further information

Specific detail / further information

Conlusion: action you want taken / response that you would like

Conclusión sentence: eg. I look fordward to your prompt reply.

Yours faitfully,

Your´s sincerly,

Signature

Printed name

Formal Letter Layout