

A scroll of parchment is unrolled, showing its texture and the way it is tied with a cord. A quill pen, made of a dried feather, lies across the scroll. The background is a plain, light color.

**Correspondence.
The style of
correspondence**



**Formal and
Informal
letters**

FORMAL LETTER

How to write an Formal letter:

Pattern writing:

- ❖ 1.Address and Date
- ❖ 2.Appeal
- ❖ 3. First paragraph: why we are writing.
- ❖ 4.Next paragraph: the important information
- ❖ 5. The answer (if you want)
- ❖ 6.Final paragraph: Finish a letter with words of respect for human.

How to write an Formal letter:

- ❖ Start the letter with Dear and the person's title or family name. Use Mr for men, Mrs for married women and Miss for single women.
- ❖ If we don't know the name of the person we are writing to, we start the letter Dear Sir or Madam.
- ❖ In the first paragraph we usually say why we are writing.
- ❖ In the next paragraph we write the important information.
- ❖ To ask for something we can set phrases such as Could you please..., or I would be grateful if you could...
- ❖ If we want a reply, we can write I look forward to hearing from you. After the final paragraph.
- ❖ Do not use colloquial language or short forms.
- ❖ ***We finish the letter with Yours sincerely if we used the person's name at the start, or Yours faithfully if we didn't. We write our full name.***

28 Wexford Grow,

Tamford.
9th January, 2001

Dear Editor,

I am writing to protest about the proposal for a new airport. : people have been against the idea from the start. Nevertheless, the government is planning to go ahead with the building next year.

First, the government says that the airport will bring us industw jobs. However, in my opinion, it will ruin the character of Tamforl historic, country town. Although the airport would bring tourists I am not sure they would want to stay in a dirty, industrial town.

Despite what the government says, it is clear that the airport will also affect our health. Problems will increase in spite of the new hospital the government has promised us. Air pollution will get and this will affect people, for example, asthma sufferers. Noise pollution will also have an effect on the houses and schools near airport.

I think other residents should write to the government about this issue. This Saturday I will be outside the Town Hall to collect signatures for a petition. I think we should do everything we can stop this airport.

I look forward to reading more letters about this issue in your newspaper.

Yours faithfully,
Mr Steve Morgan

Informal Letter

How to write an Informal letter:

Pattern writing:

- 1.Address and Date
- 2.Appeal
- 3. Section letter into paragraphs:
 - 4.1. First paragraph: thanks
 - 4.2. Second paragraph: answer the questions
 - 4.3. Third paragraph: ask questions
 - 4.4. Fourth paragraph: explain why you end a letter
- 5. Completion letter:
 - 5.1. The final phrase
 - 5.2. During the final phrase, your name

How to write an Informal letter:

1. Address and Date: **Ukraine,**
 Kiew

3/6/2015 or
7th June, 2014

2. Appeal: **Dear Max, Dear Lina** etc.

3. Section letter into paragraphs:

3.1 First paragraph: thanks : **Thank you** letter

3.2 Second paragraph: answer the questions: *In your letter you asked me about...*

3.3 Third paragraph: ask questions: *Great to hear that you ...*

3.4 Fourth paragraph: explain why you end a letter:

✓ Anyway, I have to go because ...

✓ Sorry, it's time to ...

How to write an informal letter:

4. Completion letter:

- ✓ 4.1 The final phrase: Hope to hear from you soon.

Write back soon!

- ✓ 4.2 During the final phase, your name:
Arina,

Steve etc.

Dear Betty,

I'm glad to get your letter. Sorry, I couldn't answer at once because I was busy with my English project.

In your letter you ask me about my parents and our relations. _Although we sometimes have quarrels, we get on well. As a result of it we usually discuss different things. What's more , we like to spend time together. We sometimes argue about my clothes as I always wear jeans and a T-shirt. On the other hand , I explain my viewpoint and they try to understand me.

Well, what do you want to do in summer? Are you going to travel? Would you like to go to the seaside? Sorry, I must go to the library.

Write back soon!

Best wishes,

Arina