Formal letter template with guidance

[*Your address]*

Address line 1

Address line 2

Address line 3

Address line 4

[Letter date]

[Recipient’s address]

Address line 1

Address line 2

Address line 3

Address line 4

Dear [Recipient’s name],

[**Subject line** – *optional:* **Usually bold, sometimes underlined**]

Paragraph 1 – introduction to the letter, the purpose of the letter: I am writing to you …., I wish to enquire …., I saw your advertisement …

Paragraph 2 – more (detailed) information that builds up from the first paragraph. Ideally the letter should be three or four paragraphs long, and kept short enough so that the letter fits entirely onto one page.

Paragraph 3 - Ideally the letter should be three or four paragraphs long, and kept short enough so that the letter fits entirely onto one page.

Paragraph 4 – Closing paragraph, usually one or two sentences long, thanking the addressee for their time and attention and, if applicable, stating what you want to happen next.

Yours sincerely,

[Your name]

Enclosures [and your number or email address if required]