

# Writing Formal Letters

Here is an example layout of a formal letter.

	5 King Street Low Fell Gateshead Tyne and Wear NE11 2PU
	29 <sup>th</sup> February 2008
The Manager Railway Hotel Whitley Bay North Tyneside NE7 9EP	
Dear Sir/Madam,	
I am writing...	
Yours faithfully,	

- ❖ Your address goes at the top right-hand side, followed by the date
- ❖ Then comes the address of the person or company you are writing to on the left-hand side
- ❖ Begin your letter with *Dear Sir/Madam* if you do not know the name of the person you are writing to. Use *Mr.* or *Mrs.*\_\_\_\_\_ if you do.
- ❖ End your letter with *Yours faithfully* if you have used *Dear Sir/Madam* or *Yours sincerely* if you have used *Dear Mr/Mrs*\_\_\_\_\_