

The Art of the Formal Letter: A Guide by Pip the Bookworm

Master the Mail: Crafting Letters with Precision and Politeness!

- The structure of a formal letter must include the sender's address in the top right corner and the recipient's address on the left-hand side below it.
- If you do not know the name of the person you are writing to, you should start your letter with 'Dear Sir or Madam' and end it with 'Yours faithfully'.
- When you do know the recipient's name, you must use their title and surname, such as 'Dear Mr Smith', and conclude with 'Yours sincerely'.
- Formal writing avoids contractions like 'don't' or 'can't'; instead, use the full forms 'do not' and 'cannot' to maintain a professional tone.
- Each paragraph should focus on one clear point, using cohesive devices such as 'furthermore', 'consequently', or 'in addition' to link your ideas logically.

Did you know? Did you know? Before the invention of the telephone, the formal letter was the primary way to conduct business and share news across the globe. Some letters took weeks to arrive by ship, meaning people had to be very careful to choose the perfect words, as they couldn't just hit 'delete'!

Key vocabulary: Recipient · Salutation · Formal tone · Sign-off · Paragraphing · Concise · Vocabulary · Cohesion