Useful phrases for formal letter writing

WRITING BUSINESS LETTERS Useful phrases	
Salutation	• *Dear Mr Brown* • *Dear Ms White* • *Dear Sir* • *Dear Sirs* • *Dear Madam* • *Dear Sir or Madam* • *Gentlemen*
Starting	• *We are writing to inform you that ...* *to confirm ...* *to request ...* *to enquire about ...* • *I am contacting you for the following reason.* • *I recently read/heard about . . . and would like to know . . .* • *Having seen your advertisement in ... , I would like to ...* • *I would be interested in (obtaining/receiving) ...* • *I received your address from ... and would like to ...* • *I am writing to tell you about ...*
Referring to previous contact	• *Thank you for your letter of March 15 ...* • *Thank you for contacting us.* • *In reply to your request ...* • *Thank you for your letter regarding ...* در رابطه با • *With reference to our telephone conversation yesterday ...* • *Further to our meeting last week ...* • *It was a pleasure meeting you in London last month.* • *I enjoyed having lunch with you last week in Tokyo.* • *I would just like to confirm the main points we discussed on Tuesday . . .*
Making a request	• *We would appreciate it if you would ...* • *I would be grateful if you could...* • *Could you please send me . . .* • *Could you possibly tell us/let us have...* • *In addition, I would like to receive ...* • *It would be helpful if you could send us ...* • *I am interested in (obtaining/receiving...)* • *I would appreciate your immediate attention to this matter.* • *Please let me know what action you propose to take.*
Offering help	• *We would be happy to ...* • *Would you like us to ...* • *We are quite willing to ...* • *Our company would be pleased to ...*

Giving good news	• *We are pleased to announce that ...* • *I am delighted to inform you that ...* • *You will be pleased to learn that ...*
Giving bad news	• *We regret to inform you that ...* • *I'm afraid it would not be possible to ...* • *Unfortunately we cannot/we are unable to ...* • *After careful consideration we have decided (not) to ...*
Complaining	• *I am writing to express my dissatisfaction with ...* • *I am writing to complain about ...* • *Please note that the goods we ordered on (date) have not yet arrived.* • *We regret to inform you that our order n°--- is now considerably overdue.* • *I would like to query the transport charges which seem unusually high.*
Apologizing	• *We are sorry for the delay in replying ...* • *I regret any inconvenience caused* • *I would like to apologize for (the delay/the inconvenience) ...* • *Once again, I apologise for any inconvenience.*
Orders	• *Thank you for your quotation of ...* • *We are pleased to place an order with your company for ...* • *We would like to cancel our order n°...* • *Please confirm receipt of our order.* • *I am pleased to acknowledge receipt of your order n°...* • *Your order will be processed as quickly as possible.* • *It will take about (three) weeks to process your order.* • *We can guarantee delivery before ...* • *Unfortunately these articles are no longer available/are out of stock.*
Prices	• *Please send us your price list.* • *You will find enclosed our most recent catalogue and price list.* • *Please note that our prices are subject to change without notice.* • *We have pleasure in enclosing a detailed quotation.* • *We can make you a firm offer of ...* • *Our terms of payment are as follows :*
Referring to payment	• *Our records show that we have not yet received payment of ...* • *According to our records ...* • *Please send payment as soon as possible.* • *You will receive a credit note for the sum of ...*
Enclosing documents	• *I am enclosing ...* • *Please find enclosed ...* • *You will find enclosed ...*

Closing remarks	• *If we can be of any further assistance, please let us know* • *If I can help in any way, please do not hesitate to contact me* • *If you require more information ...* • *For further details ...* • *Thank you for taking this into consideration* • *Thank you for your help.* • *We hope you are happy with this arrangement.* • *We hope you can settle this matter to our satisfaction.*	
Referring to futurebusiness	• *We look forward to a successful working relationship in the future* • *We would be (very) pleased to do business with your company.* • *I would be happy to have an opportunity to work with your firm.*	
Referring to future contact	• *I look forward to seeing you next week* • *Looking forward to hearing from you* • *" " to receiving your comments* • *I look forward to meeting you on the 15th* • *I would appreciate a reply at your earliest convenience.* • *An early reply would be appreciated.*	
Ending business letters	• *Sincerely,* **}** • *Yours sincerely,* **}** *(for all customers/clients)* • *Sincerely yours,* **}** • *Regards,* (for those you already know and/or with whom you already have a working relationship.)	

Writing a Complaint Letter

When writing a complaint letter, you want to keep it short and to the point to help ensure that your letter will be read in its entirety. If you write a seven page complaint letter, it's highly unlikely that someone will sit down and read all seven pages.

The complaint letter should be addressed to the customer service/consumer affairs department or the head office if there is no customer service department. The address and contact information of the customer service department should be available on the company's products or website.

A hard-copy complaint letter should be written in the business letter format, while an email should be sent in the same format but without the heading (your return address, their address, and the date).

Complaint Letter Writing
In the first paragraph you should identify what the issue is and any relevant information that you believe is important. Be sure to include the following information if it's applicable to the situation: the date/time of the issue, location, name of person on duty, name of product, what the problem was, your account number, model number, price, warranty information and reference number. Be sure to stick with the facts and avoid putting emotions into your letter.

The next paragraph should state what you would like done to resolve the situation. If you received poor service, you could request an apology or a coupon. If a product malfunctioned, you could request that you could exchange the product for a new one or request a refund.

The last paragraph should thank the reader for the time. You can also throw in some compliments about something you liked about their company's product or service.

You should include your telephone number/e-mail address after your printed name so that they can contact you ASAP if necessary.

Be sure to keep a copy of the letter for yourself and include photocopies of any relevant documents and enclose them with your letter.

Sample



Dear Sir or Madam:

I have recently ordered a new pair of soccer cleats (item #6542951) from your website on June 21. I received the order on June 26. Unfortunately, when I opened it, I saw that the cleats were used. The cleats had dirt all over it and there was a small tear in front of the part where the left toe would go. My order number is AF26168156.

To resolve the problem, I would like you to credit my account for the amount charged for my cleats; I have already went out and bought a new pair of cleats at my local sporting goods store so sending another would result in me having two pairs of the same cleats.

Than you for taking the time to read this letter. I have been a satisfied customer of your company for many years and this is the first time I have encountered a problem. If you need to contact me, you can reach me at (555) 555-5555.

Sincerely,

Signature

Ken Thomas

Writing a Letter of Interest

Letters of interest are written to express your interest in working for a particular company in a specific field. Your letter may be written either in response to a job opening or just to investigate possible employment.

Human resource departments receive dozens of letters of interest each week. However, make your letter stand out from the crowd using the following tips:

1. Before you write, do your homework. Research the background of the company and familiarize yourself with their products and/or services.
2. Be sure to find out the name of the individual who does the hiring. Address your letter to his/her attention and use her/his name in the salutation. Simply writing "To Whom It May Concern" and "Dear Sir or Madam" could be considered be lazy or rude.
3. Start your introductory paragraph with the reason you are interested in pursuing employment with this company. Try not to start the first sentence with "I". (See sample letter of interest.) Also, explain what prompted your inquiry, such as a classified advertisement, a media article or interview, or a referral from an employee.
4. In the next paragraph(s), give specific examples of your qualifications. Don't hesitate to indicate the reasons why you would be an asset to the company. Illustrate your skills,

strengths, and achievements in a professional, yet personable way. Stay away from strings of abbreviated credentials. These, if you have them, should be on the resume you'll enclose with the letter. Direct the reader to your resume and any other enclosures.

5. In your final paragraph, thank the individual for his/her time in considering you as a new employee. Indicate a precise time when you will contact him/her by phone to follow up on your letter. Also, be sure to let the individual know how to contact you.

A hard-copy interest letter should be written in the business letter format, while an email should be sent in the same format but without the heading (your return address, their address, and the date).

Keep your letter short, no more than a single page. Remember to check it thoroughly for errors in spelling, grammar and to be sure it addresses each point you wanted to make.

sample



Your recent advertisement in the Herald made it clear that customer satisfaction is an integral part of DTI. In addition, my close friend, Paula Chavez who is an employee at DTI suggested that my special talents might benefit your customer service department.

Part of my success is because I place a high value on personal integrity and represent both my employer and myself in an ethical and respectable manner. Also, I have a diligence in paying close attention to detail; as a representative of your company I would bring focus not only to the value of your services but also to quality of customer service. Furthermore, I am a hard, smart-working, self-starter who works well in a team environment.

I will call you on June 15 to answer any questions about this letter or my resume in the hope of scheduling an interview. If you prefer, please contact me by phone (555) 454-1307 or e-mail, ljones@nowhere.com.

Thank you for your time in considering my qualifications.

Sincerely,

Signature

Linda Jones

Cover Letter Writing

What is a cover letter?
A cover letter is a brief one page letter sent along with the resume to potential employers. The purpose of the cover letter is to present yourself to potential employers and to let them know what position you are interested in and why you'd be a good fit to the position and company.

Cover Letter Format
A hard-copy cover letter should be written in the business letter format, while an email should be sent in the same format but without the heading (your return address, their address, and the date).

Cover Letter Writing
Generally the cover letter will consist of three paragraphs. The first paragraph is an introductory one which introduces yourself. You want to include information on the position you are applying for, how you heard about it and why you are interested in the position and/or company.

The second paragraph should provide information on your skill, strengths, education, qualifications and/or experience. This paragraph should be concise and give specific examples of why you are the ideal candidate and not simply restate your resume.

The final paragraph should close up the letter by requesting an interview and possibly suggest times that are convenient for you or stating that you can come in at a time that's convenient for the employer. Also you should let the recipient know what the best way and/or time to contact you is (you should let them know both your contact email and phone number so that they can contact you in their preferred method). Or you can let them that you'll follow up the letter with a phone call in several days. You should thank them for their time to close up the letter.

Each cover letter that you send out should be unique and tailored to the specific company and position you are applying to. Using one cookie cutter cover letter will lessen your chances for landing an interview. Also be sure to check for grammar and spelling and keep the letter to one page in length.

sample



Dear Mr. Black:

It is with great interest that I am applying for the position of chief accountant. When I read the job description of your ad in the New York Times on August 12th, I felt that it was an ideal match with my career aspirations. I have always wanted to work for an outstanding company in the Fortune 500 such as Global Answers.

I believe that I am the ideal candidate for the position due to my extensive experience as an auditor for KPMG. At my current position at KPMG, I perform all of the same tasks that are described in your ad for the chief accountant

position. In addition to that I have a reputation for being a hard worker who makes sure the job is done right the first time. My reports are always completed well ahead of the deadline.

Feel free to contact me and setup an interview at your earliest convenience. You can reach me by way of e-mail at KenJacobs@nadate.com or by way of phone at (555) 555-5555. I look forward to discussing with you my future with Global Answers. Thanks for your time and consideration.

Sincerely,

Signature

Ken Jacobs

Enclosure: resume

Writing an Apology Letter

An apology letter shows that you are sorry and says that you value your relationship with the other party. The sooner an apology letter is written and sent out the better it is for the relationship. Depending on the nature of the letter, it can either be written in the friendly or the business letter format.

Friendly/Personal Apology Letter
If this is a personal letter you should start the letter by saying that you are sorry to the recipient. Next you should admit your fault and take responsibility for your actions. Next you should volunteer or ask if there is any way that you can help out to resolve the situation. Then you should let the recipient that you will try to make sure that the situation will not happen again. To close off the letter, you should apologize again. When writing a personal apology letter it should come from the heart and be sincere.

Formal/Business Apology Letter
If this is a business letter you should start the letter by saying that you are sorry to the recipient. Next you should give an explanation as to what went wrong. Then you should try to rectify the problem. To close off the letter you should apologize again.

Sample (business)



Dear Mr. Bicman:

I apologize for the mix-up of order #: 26429782. We have just implemented a new packaging system that still has a few bugs that still needs to be worked out, but we did fix your order and sent it out this morning. For your trouble,

we have enclosed a $25 gift certificate which can be used at any of our stores. Once again I would like to apologize for the mix-up in your order and any inconveniences this may have caused you.

Sincerely,

Signature

Scott Mahoney
Customer Service Manager

Sample (Personal)

68 Pine Zaggat Lane
Hampervile, NE 25385
January 5, 2005

Dear Jolene,

I am sorry about forgetting about our lunch date. It was completely my fault; I was so busy at work that it must have slipped my mind. How about I treat you to lunch next Wednesday at the new Italian restaurant Julie's at 12:30PM? I have marked this date in my planner so I will not forget about it. I'd just like to apologize again for missing the lunch date.

Your Friend,
Signature

Writing a Letter of Appeal

In cases where unfair treatment has occurred, a letter of appeal can help to rectify the situation. An appeal letter allows you to state your side of the story using facts to support your cause to convince the reader(s) to reconsider your case.

A hard-copy letter of appeal should be written in the business letter format, while an email should be sent in the same format but without the heading (your return address, their address, and the date).

Appeal Letter Writing
The first paragraph should introduce yourself and explain why you are writing the letter. Although it may be difficult, be sure to keep your tone and emotions in check to show that you can present an objective viewpoint. Keep the first paragraph as concise and clear as possible so that the reader can immediately understand its urgency.

The next paragraph(s) should narrate the account of what happened, and why your appeal should be granted. Include all the necessary facts in order to legitimize your case. You can start by referring to your handbook or guidelines as member of that particular group or institution. Also, provide specific times and date when particular events occurred. To make your letter more

reader-friendly, use bullet-points every time you need to enumerate. After doing this, refer to testimonials from people related to your work, transcript of records, and medical certificate, if necessary.

The last part should summarize everything you have stated above. Repeat the necessary points that need to be elucidated. Also include the contact details and where you can be reached. Close out the letter by thanking the reader for their time.

sample



Dear Mr. Copeland;
I am a senior Philosophy major who took PH401 Advanced Metaphysics class under Prof. Vanleer, and I am writing to you to appeal a retake for the final comprehensive oral exam that was given on June 18, 2007.

I feel that Mr. Vanleer did not give my situation the proper respect and understanding that it truly deserved. On June 8, 2007 at 10:37 A.M., I was struck by a sedan going 65 mph on my way to the university. I survived the accident but fractured the bones in my legs and hips. I have enclosed the medical documents detailing my stay at St. Francis Hospital along with this letter.

Because of this setback, I had to reschedule all my exams for the following week (June 18-22, 2007) to the week after that (June 25-29) to allow for me to recover. I had my classmate Tom Saunders send the necessary letters to all of my professors requesting to postpone the date of my final exams by a week. All of them agreed except for Prof. Vanleer, who did not send any reply at all. The doctors said that it would take me at least two weeks to properly recover, and even if I did prepare for my exams for Prof. Vanleer, I would not be able to produce the expected output considering my debilitated condition.

I feel that the situation is not warranted because I never got a grade lower than a B or (80-85) on his exams. Therefore, the risk of me failing the course and being prevented from graduating because of not being able to take his final exams due to an unavoidable circumstance is unacceptable. The handbook states in Article III, Section II that “Students who have medical emergencies prior to a particular exam will be given the option to reschedule that exam.”

The medical situation which prevented me from taking the final at the scheduled time was beyond my control. I would ask you to grant me another opportunity to take the final exam. I look forward to meeting with you to discuss this matter. Feel free to call me with any questions at 555-555-5555. I appreciate the time that you have taken to read my appeal.

Sincerely,

Signature

Jordan Summer

Enclosure

Writing an Invitation Letter

An invitation letter serves the purpose of inviting a guest to a party, event or celebration while conveying more information than a traditional invitation card. It serves two purposes; one, to invite the individual to the event and two, to ensure that the person receiving the letter is going to attend.

There are two tenses used within the invitation letter, the present and the future. The present tense conveys information about the event and the future tense ensures the guest is going to attend.

Business Invitation Letter
An invitation letter is a formal way to invite peers and clients to events which are being hosted by the company and are one of the most popular ways of inviting guests to functions. The professional invitation should be written in a formal tone.

The introduction allows the host and sender to introduce themselves, as well as the organization in which they have chosen to represent. A simple background of the individual or company will suffice.

Next, in the body of the letter it is important to outline all of the information about the event. The date and time should be included as well as the theme and purpose for the event. At this point, a date should be mentioned in which guests should provide their reply by, and it may also contain any information regarding special roles played at the event, attire and items required for the guest to bring.

Be sure to mention any specifications about dress code in the invitation letter.

Next, the appreciation for the guest to attend the party should be shown. This can be completed with a formal note, stating that you look forward to seeing the individual at the event. Remember, this needs to keep in tone with the rest of the letter.

The conclusion should contain the sign off and a line that ties the complete letter together, drawing the end of the invitation, with a salutation and a signature.

Friendly Invitation Letter
A friendly invitation letter is similar to a business letter but contains less formal speech and can make nuances with memories that may be shared with the guests whom are being invited to the occasion.

Friendly invitation letters are used for a variety of reasons from engagement parties, baby showers and housewarming parties to wedding invitations.

Invitation letters are used as an alternative to traditional invitations. They allow the host to convey different messages through the tone of the letter. Invitation letters allow the host to convey additional information that is not shared in a traditional invitation card. Memories can be shared with close friends and family members that bring about memories of past events.

When sending an invitation letter, be sure to edit it completely, ensuring there are no punctuation, grammatical or spelling errors before the letter is sent to potential guests. You should be able to create personal and professional invitation letters with ease by using these techniques,

Sample (business)



Dear Mrs. Coling:

My name is Susan Harris and I am writing on behalf of the students at Lockwood Middle School.

A significant amount of the students at the school have been working on a project which relates to the unemployment problem within the youth demographic of Lockwood. You are invited to attend a presentation that will be held within the media room of the school where a variety of proposals that will demonstrate the ability of the community to develop employment opportunities for the youth within the community.

At the presentation, there will be several students receiving awards which will recognize them within the community from the Mayor. Refreshments will also be available at the presentation.

As one of the prominent figures in the community, we would be honored by your attendance. Our special presentation will be held at our school auditorium on January 16th. Please reply by Monday the 9th of January to confirm your attendance to the function.

We look forward to seeing you there,

Sincerely,

Signature

Ms. Susan Harris

Sample (personal)



Dear Mr. and Mrs. Johnson,

As the parents of the bride, I would like to take this opportunity to invite you to the wedding of our daughter, Sandra Green to her fiancé, Adam Locke. On this joyous occasion, we wish to share the day with our closest friends and family members.

Children grow faster than any of us can imagine, the time is upon us to watch our child grow and flourish into a new stage of their life. He proposed while the two of them were on vacation, she happily accepted and now they are to be married.

The formal event will be located at the Fire Lake Golf and Country Club on the fifteenth of August at three o'clock, two thousand and nine.

Please RSVP by the fifteenth of June to ensure attendance.

We hope to see you there to enjoy this special day with friends and family.

Sincerely Yours,
Signatures

Writing a Resignation Letter

Before sitting down and writing a resignation letter, you should be almost 100% certain that you want to leave your current job, if not many complications can arise.

A hard-copy resignation letter should be written in the business letter format, while an email should be sent in the same format but without the heading (your return address, their address, and the date). The letter should be directed towards your supervisor or manager.

At a minimum, the letter should state that you are leaving, when you are leaving, and thank them for the time that they have employed you. It is common courtesy to give at least two weeks notice before you leave your job, but sometimes you'll have no control over it.

It is important that you keep your letter positive, you want to maintain a good relationship with your employer and co-workers, as they can be potential future references or business associates. If you feel like your reason for leaving is honorable, you can include the reason for leaving in your letter, but if you think your reason for leaving may rub your employer the wrong way, there is no need to put the reason in your letter.

Resignation Letter Writing
The first paragraph of your letter should state that you are leaving and when you are leaving.

The second paragraph should explain your reason for leaving the company. (This paragraph is optional.)

In the third paragraph you can offer to make your resignation go smoothly for the company. For example, you can offer to help train a replacement with the time you still have left. (This paragraph is also optional.)

The last paragraph should thank the employer for the opportunity to work for, wish them well and/or express interest in maintaining your professional relationship.

sample



Dear Mr. Jenkins:

I am formally notifying you that I'll be tendering my resignation from Widgets Unlimited, Inc. My last day will be on November 12, 2004

I never imagined that I would have to leave Widgets Unlimited, but due to the relocation of my wife's work to New York, I have made the decision with my wife to move up to New York as a family.

If there is anything that I can do to make this transition easier for the company, let me know and I'd be more than willing to help out.

I have truly enjoyed my work here and I would like to thank you for the opportunity that you have given me to work here at Widgets Unlimited.

Sincerely,

Signature

Scott Nelson
Inventory Specialist

Job Interview Thank You Letters

You should write a thank you letter as soon as possible (within 24 hours is recommended) after the job interview, at a minimum this should be done through email but is recommended that you do this through a hard-copy of a letter printed from your computer and mailed through the postal service. Hand written notes on thank you cards are also acceptable and good for short thank you notes.

A hard-copy thank you letter should be written in the business letter format, while an email should be sent in the same format but without the heading (your return address, their address, and the date).

Thank you letter writing
The first paragraph should consist of thanking the interviewer for the interviewing you (remind him/her about the position you interviewed for and the date of your interview). You can also include information about your impressions about the company.

The second paragraph should state your interests in the company and include any additional information about yourself that was not brought up in the interview which would make you a good candidate for the position. You can also emphasize your qualifications that were already discussed during the interview (don't make this paragraph too long, try to keep it between 3-5 sentences, pick the traits that you think were most important to the interviewer and emphasize them).

The last paragraph should let the recruiter know that you expect to hear from them soon. Also let them know that you are available to come in again and are willing to discuss the job further. Write down your contact information again and what the best method and/or time to contact you is. To finish up the letter, thank them again for the interview.

Notes/Tips

- A thank you letter shows that you have good business etiquette, your interest in the company and the position, and reiterates your positive qualifications to the interviewer so it should not be put off.
- If there was more than one interviewer; write individual thank you letters to each of the interviewers (make sure each letter is unique). If it was a panel of interviewers interviewing you at the same time, you can send out one letter and address it to the head interviewer and the interview panel and thank them as one group.
- If you forget the spelling or the names of the interviewers, simply call the company and request the proper spelling and title.
- Keep the thank you letter brief; make sure the letter does not go past one page in length.
- Check for proper grammar usage and spelling.

sample



Dear Mr. Adams:

I would like to thank you for taking the time to interview me for the position of hotel manager on December 14. I was very impressed with the amount of vacationers that you stay at Nagata Resorts every year.

I appreciate the time that you spent discussing the responsibilities of the position. I believe that my credentials make me an ideal candidate for the position. As I mentioned in my interview with you, I already have 7 years experience as a hotel manager. I am very organized and have a high attention to detail. I also believe that the customer is the most important asset, so I always treat them with the utmost respect.

I look forward to hearing your decision about the position. You can contact me at (555) 555-5555, if you have any further questions, I'd be more than willing to come in and discuss them with you. Thanks again for the opportunity to interview with Nagata Resorts.

Sincerely,

Signature

Chad Ulster

How to Write a Farewell Letter to Your Co-Workers

If you are resigning from your job, you should not send out a farewell letter until you have notified your manager of your resignation. Sending out a farewell letter anytime after that is acceptable.

Typically a farewell letter will be sent through e-mail and it should be sent in the business letter format, but without the heading (your return address, their address, and the date).

Farewell Letter Writing
You should try to keep overall tone of your letter positive and avoid any personal attacks or negative comments about the company.

The first paragraph should contain confirmation that you are leaving your job. Let your colleagues know when your last day will be. Use your own discretion on revealing why you are leaving and where you'll be going.

The next paragraph(s) should express your apprectiation about for your job. You can call out specific projects, assignments, or people that you are thankful for or learned from.

The last paragraph should conclude with the inclusion of your personal contact information. This may include your personal e-mail where you can be reached, your phone number, and/or a social media profile (e.g. Facebook or Linkedin).

sample



Dear Colleagues:

As some of you may already be aware, I will be leaving my job at Acme Corp shortly. My last day will be next Friday. I have come across a new opportunity that I could just not pass up.

I would like to thank all of you for your support during my tenure here at Acme Corp. I have learned a great deal here and will definetly miss all of you. I especially enjoyed the afternoon talks by the water cooler.

I would love to keep in touch with you; I can reach me at my personal e-mail address at roger@email.com.

Sincerely,

Roger Williamson
Senior Compliance Analyst

Friendly Letter Writing

Purpose of a Friendly Letter
A friendly letter (or informal letter) is a way of communicating between two people (sometimes more) who are usually well acquainted. There are many uses and reasons for writing a friendly letter but friendly letters will usually consist of topics on a personal level. Friendly letters can either be printed or hand-written.

Friendly Letter Writing
The friendly letter is typically less formal than that of a business letter. Usually the first paragraph of the body will consist of an introduction which will give the recipient an idea about why you're writing to them with a short summary of the main topic of your letter. If you don't know the person you are writing to, you may want to introduce yourself in this introductory paragraph as well.

The next few paragraphs will usually consist of the message you want to get across along with any details you may want to convey.

The last paragraph will usually be the conclusion where you wrap everything up. You can sum up your main idea in this paragraph, thank the recipient for their time, wish the recipient well, and/or ask any questions.

Since friendly letters are less formal, you can feel free to write it however you like, but the above format is fairly common.

Friendly Letter Format

Return Address Line 1 1
Return Address Line 2
Date (Month Day, Year) 2

Dear Name of Recipient, 3

Body Paragraph 1 . . . . . .

Body Paragraph 2 . . . . . .

Body Paragraph 3 4

Closing (Sincerely...), 5
Signature 6

P.S. 7

In the friendly letter format, your address, date, the closing, signature, and printed name are all indented to the right half of the page (how far you indent in is up to you as long as the heading and closing is lined up, use your own discretion and make sure it looks presentable). Also the first line of each paragraph is indented.

Your Address 1
All that is needed is your street address on the first line and the city, state and zip on the second line. (Not needed if the letter is printed on paper with a letterhead already on it.)

Date 2
Put the date on which the letter was written in the format Month Day Year e.g. August 30, 2003. Skip a line between the date and the salutation.

Salutation 3
Usually starts out with Dear so and so, or Hi so and so. Note: There is a comma after the end of the salutation (you can use an exclamation point also if there is a need for some emphasis).

Body 4
The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip 2 lines between the end of the body and the closing.

Closing 5
Let's the reader know that you are finished with your letter; usually ends with Sincerely,

Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized.

Signature 6
Your signature will go in this section, usually signed in black or blue ink with a pen. Skip a line after your signature and the P.S.

P.S. 7
If you want to add anything additional to the letter you write a P.S. (post script) and the message after that. You can also add a P.P.S after that and a P.P.P.S.
after that and so on.

Sample



Dear Susan,

It feels like such a long time since the last time I saw you. I know it's only been several weeks since I saw you. So far my summer has been great!

I spend my all my weekends at the beach. I am getting a nice tan and you can no longer say I am paler than you. I have been playing lots of volleyball, surfing and building a nice collection of sea shells. Just this past weekend I took second place in a sandcastle building contest!

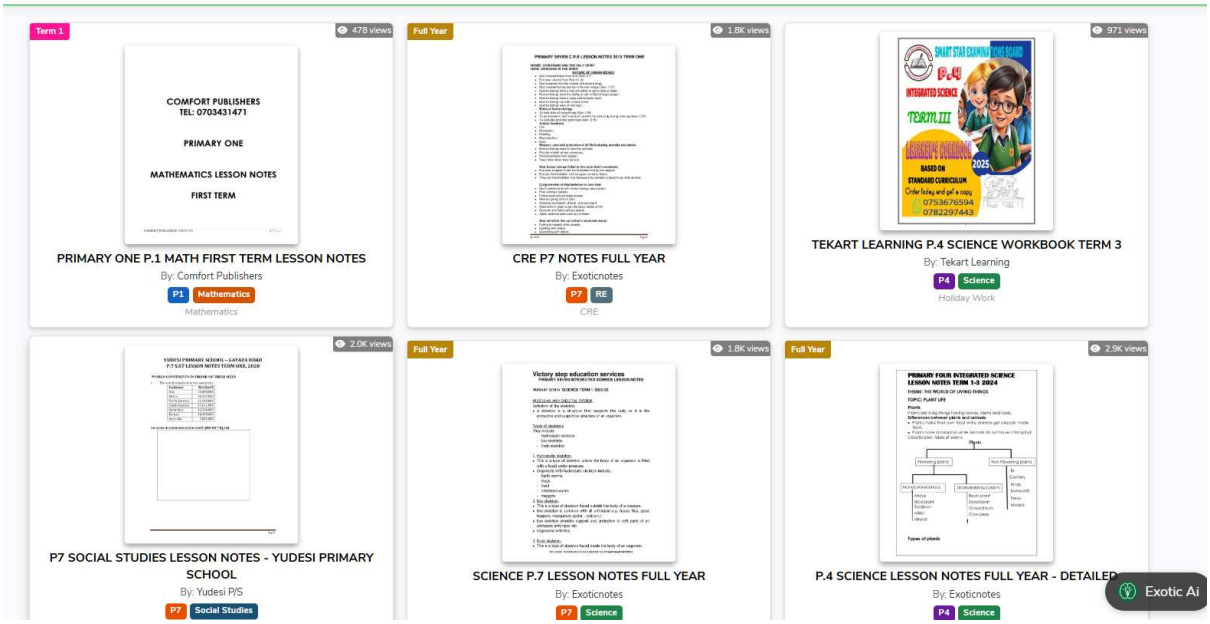
On the weekdays I work. I drive an ice cream truck around and sell ice cream to the kids. It is so cool. It is a combination of the two things I love most, ice cream and kids. The pay isn't too great but I love the job so much.

I hope the summer's been going well for you too. There's only a month and a half left in summer vacation and after that it's back to school. Would you like to meet up some time before school starts?

Your friend,
Signature

P.S. John Austin says hi.

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