

LESSON 7A WRITING | A formal email

Structure of a Formal Letter

(1) Your Address:

- From:
- To:
- Subject:

(2) Salutation:

- Use a formal greeting such as “Dear [Recipient’s Name],”
- If you don’t know the name, use “Dear Sir/Madam,”

(3) Body:

- Introduction: State the purpose of your letter in the first paragraph.
- Main Content: Provide details, supporting information, or arguments in the subsequent paragraphs.
- Conclusion: Summarize your message or state your desired outcome.

(4) Closing:

- Use a formal closing phrase, such as “Sincerely,” “Best regards,” or “Yours faithfully,” followed by a comma.

(5) Signature:

- Leave space for your signature (if printed).
- Below the signature, type your full name

