


Really writing

Formal letter

- This is the conventional way of laying out a formal letter. Can you use this model to make up your own formal letter?

Supertoy Recruitment
Halbram House
Park Street
London
SW1 5PL



(Sender's name _____
and address) _____

(the address where the
letter is going over here)

Tel : 01556 2325170
Fax : 01556 2335670

Ms U There
10 South Road
Yourtown
Someplace
UR9 8TK

(if you don't know the
name of the person you
are writing to you write
'Dear Sir/Madam')

(full date here)
29 February 2008

Dear Ms There

(set your writing out in paragraphs)

Thank you for your letter. Your details are interesting and the management team at Supertoy would like to undertake further discussion.

You are invited to visit our company and discuss your suitability for the post. Please ring me to arrange a suitable date for this meeting.

Yours sincerely

(if you do not know the name of the
person you are writing to you end
the letter 'Yours faithfully')

W.E. Play
Personnel manager