



Formal Letters

This handout has some basics for writing formal letters and two examples. Please note that the letters on this handout are only rough guidelines with useful and polite expressions.

Every letter should be individual and tailored to the recipient (the person you are writing to!).

Basics

Before you start to write think carefully about the following:

WHO exactly am I writing to?

WHY?

WHAT will this person know already?

WHAT do I want to/ need to tell them?

Example 1:

	Marktstätte 168c 78444 Konstanz Germany PHONE/FAX/E-MAIL
	31st April, 2010
<i>Recipient's Name</i> <i>Address</i>	
Dear Madam/ Dear Sir/ Dear Madam, dear Sir,	
Placement	
I am a student of Administration, now in my second year (fourth semester), at the University of Konstanz, Germany. As part of the course of studies all students are required to do an 8-month /a 6-week/ work placement.	
As I hope to work in a after finishing my studies, I would be particularly interested in working in the export/auditing/ department of your firm to gain some experience. I would also be interested in/ I am completely flexible and would be happy to work in any department in order to gain experience./	
I would be very grateful if you could let me know whether there would be a place for me. The most suitable times would be from early March to mid-October.	
Please find enclosed my CV/ details of my courses/ details of my previous work experience/ details of previous work placements. As you can see from my particulars, I have a good command of English and a working knowledge of Spanish.	
Thank you for your attention. I look forward to hearing from you.	
Yours faithfully,	
<i>Your name</i>	
(Please note that if you know the person`s name you write: <i>Dear Mr Brown</i> and conclude with: <i>Yours sincerely,</i>)	

Example 2:

Marktstätte 118c
78444 Konstanz
Germany
PHONE/FAX/E-MAIL

31st April 2010

The Warden
Edinburgh Hall of Residence
3 Queen`s Drive
Edinburgh EH2 3KY
Scotland

Dear Madam, dear Sir,

Hostel Accommodation

I am a student of English at the University of Konstanz, Germany, and have just been accepted to study for a year at Edinburgh University. I would like to stay in the hostel, and **would be grateful if** you could let me know if there would be a place for me from September 2010 to July 2011. **Could you please** send me the necessary application forms along with some details about the hostel, including costs.

Thank you for your attention. I look forward to hearing from you.

Yours faithfully,

Your name

(Please note that if you know the person`s name you write:
Dear Mr Brown and conclude with: *Yours sincerely,*)