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English Notes: Functional Writing - Letters

Letters of Application

Layout
1. Sender's address (and maybe phone number) without the sender's name
2. Date
3. The recipient's name & address
4. Salutation
   - Dear -name (familiar)
   - Dear Sir/Madam... (unfamiliar)
5. Body of Letter — In paragraphs
   1. Introduction
   2. State Education
   3. Previous Experience
   4. Interest in Employment
6. Mention of attached Curriculum Vitae
7. Conclusion — Including sender's name

Use
These letters are used when a candidate is attempting to show an employer why he or she should be offered an available job

Letter to the Editor

Layout
1. Salutation — Sir-
2. Body of Letter — Discuss purpose of letter
3. Sign off — Yours etc.

Use
The letters are general discussion letters which are sent to the editors to print in their newspapers

Letters of Complaint

Layout
1. Sender's address (and maybe phone number) without the sender's name
2. Date
3. The recipient's name & address
4. Salutation
   - Dear -name (familiar)
   - Dear Sir/Madam... (unfamiliar)
5. Body of Letter — In paragraphs
   1. Introduction
   2. Description of Complaint
   3. Request for Remedy
6. Conclusion — Including sender's name

Use
These letters are used to complain about something for example faulty service

Addresses on Envelopes

Layout
1. The name begins approximately halfway down the page and one third of the way in
2. Writing is spaced
3. The name of the recipient is placed on top of the recipient's address
4. The stamp is placed in the corner

Contents:
- Full and accurate name and address
- Clear Writing
- Proper layout

Informal Letters

Layout
1. Sender's address (and maybe phone number) without the sender's name
2. Date
3. Salutation — Dear....
4. Body of Letter — In paragraphs
5. Conclusion — Including sender's name

Use
Formal letters are casual letters used when writing to friends, relations, acquaintances and people we know personally

Formal Letters

Layout
1. Sender's address (and maybe phone number) without the sender's name
2. Date
3. The recipient's name & address
4. Salutation
   - Dear -name (familiar)
   - Dear Sir/Madam... (unfamiliar)
5. Body of Letter — In paragraphs
6. Conclusion
   - Including sender's name
   - Yours Sincerely (Familiar)
   - Yours Faithfully (Unfamiliar)

Use
Formal letters are those sent for business or other formal purposes
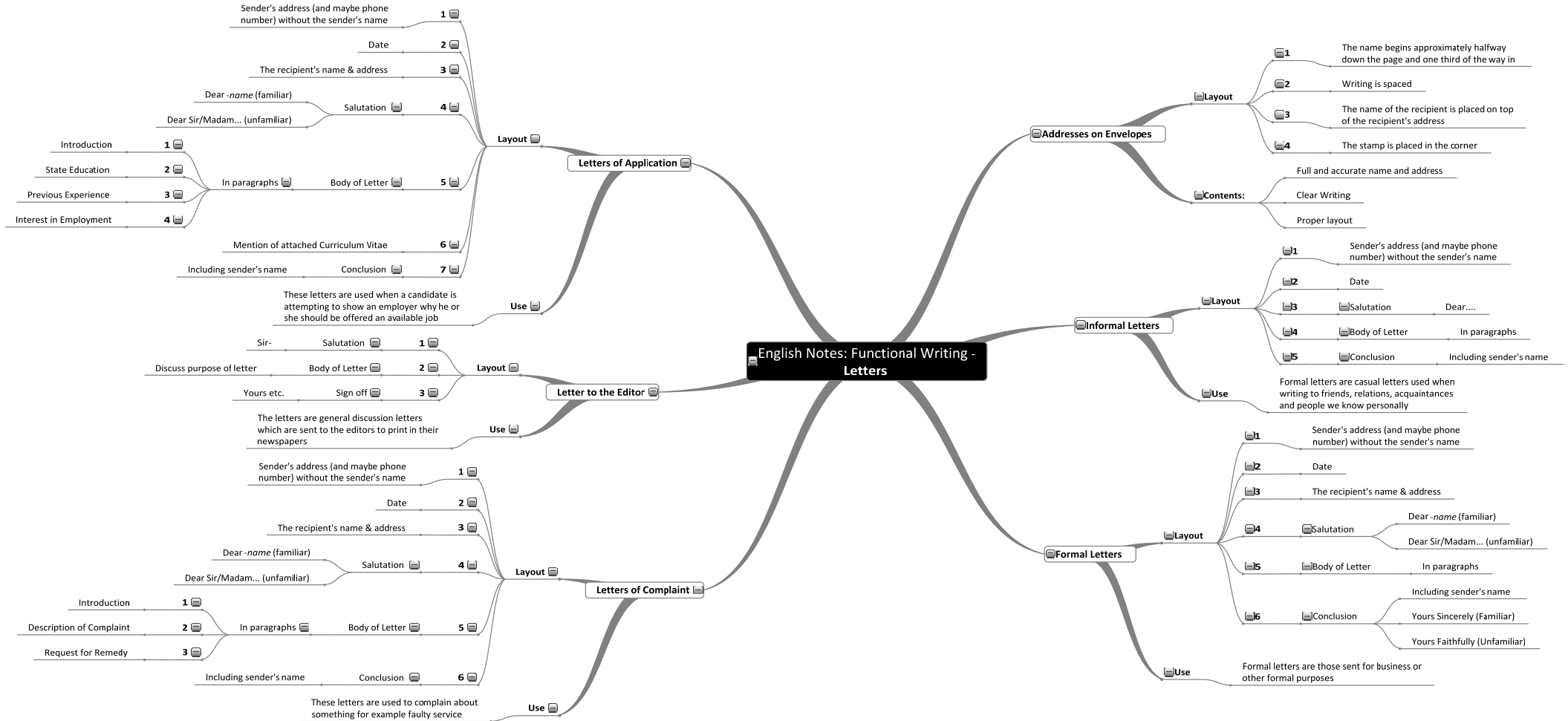
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