

Example letter format

Mr D Smith
222 West Street
Ampgate
Kent
ME10 2GP

Your name and address

Canterbury Library
22 High Street
Canterbury
Kent
CT1 3LP

The name and address
of who you are sending
the letter to.

20th October 2008

Date

Dear Mr / Madam

Government or Mr / Madam

The first paragraph in a letter should explain who you are and why you are writing. When writing letters you need to use complete sentences, correct spelling, and proper punctuation.

In the second paragraph you will tell the reader what you need them to happen - e.g. you would like the person to send information to you. Thank the reader for their time at the end of this paragraph. Use only proper English in written communication. Abbreviations, text language, and emoticons make a poor impression on your letter readers.

Yours Faithfully,

Clara Lee

Mr D Smith

Your signature
and name printed