

Examples of Formal letters:

14 Plowden Road
Torquay
Devon
TQ6 1RS
Tel 0742 06538

22 December 2007

The Secretary
Hall School of Design
39 Beaumont Street
London
W4 4LJ

Dear Sir or Madam

I should be grateful if you would send me information about the regulations for admission to the Hall School of Design. Could you also tell me whether the school arranges accomodation for students?

Yours Faithfully

Allan P

Allan Parker