

FORMAL LETTER WRITING RESOURCE

4 QUALITY EDUCATION



Why do people write letters? List 5 reasons people write letters:

- 1.
- 2.
- 3.
- 4.
- 5.

Who writes letters? Name 5 people who might write a letter:

- 1.
- 2.
- 3.
- 4.
- 5.

Give 3 difference between a formal letter and an informal letter.

- 1.
- 2.
- 3.

Task: Read the letters - pg 2 and 3

- Which one is formal? Which is informal?
- List the characteristics of each in the table provided.

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3 HARBOUR RD,
CROOKHAVEN,
CORK.

26/07/20

Dear Carol

IT WAS LOVELY TO HEAR FROM YOU. THANKS FOR THE LETTER. AND ALL THE SCANDAL! I HAD NO IDEA THAT WORKING IN AN OFFICE COULD BE SO EXCITING - OMG! I CAN'T WAIT FOR THE NEXT LETTER SO YOU CAN TELL ME MORE ABOUT BOSSY BELINDA, GREEDY GREG AND NOSY NIGEL. GREAT NICKNAMES BTW!

ANYWAY, LIFE IS ALL GOOD HERE. CAN'T COMPLAIN. JOHN, THE LAD NEXT DOOR WITH THE BLUE BMW, HE'S SELLING UP SO IT LOOKS LIKE I'LL BE HAVING NEW NEIGHBOURS. I HOPE THEY AREN'T THE COMPLAINING TYPE. AS YOU KNOW I LIKE TO THROW A GOOD PARTY EVERY NOW AND THEN. JOHN NEVER MINDED ABOUT THEM. BECAUSE HE WAS ALWAYS AT THEM. HE WAS SOUND OUT IN FAIRNESS.

WORK IS FINE - USUAL OLD STORY. YOU KNOW YOURSELF.

RIGHT - THAT'S ALL MY NEWS. GIVE ME A SHOUT IF YOU'RE GOING TO BE AROUND AND WE'LL HAVE A GOOD CATCH-UP.

ALL MY LOVE AND KISSES,
JANE



FORMAL LETTER WRITING RESOURCE

4 HARBOUR RD,
CROOKHAVEN,
CORK.

Kennedy Property Management,
South Mall,
Cork.

03/09/20

Dear Sir/ Madam,

I am contacting you in relation to a neighbour of mine who I believe is your tenant. I moved to this area only last week and I am dismayed to find that it is not the quiet, residential neighbourhood I understood it to be.

The main cause of this dismay is my aforementioned neighbour, Jane Molloy. Ms Molloy is a young professional woman who appears to be very respectable. However, at the weekend Ms Molloy turns into what I believe is known as a “party animal”. She regularly hosts parties at which the typical attendance can be up to thirty guests. I have kept a log with the dates, times and number of guests attending. I enclose the log with this letter. The parties generally continue until well after midnight and the hostess uses an amplifier in the back garden to broadcast loud music.

As I am sure you can understand this has greatly impacted on my enjoyment of my new accommodation. As you are the management company for Ms Molloy’s property it is my understanding that under Section 5 of the Residential Tenancy Act you have a responsibility in this matter.

I urge you now to act upon that responsibility, contact Ms Molloy and enforce the property rules. I am aware that among these rules loud parties are clearly prohibited.

If you do not act I will have no choice but to contact the local authorities. I will also consider legal action.

I look forward to a prompt response from you in regard to this matter.

Yours faithfully,

MR MCGRATH.

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Summary:

Formal letters are usually written for some of the following:

- To apply for a job.
- To make a complaint.
- To order goods.
- To the editor of a newspaper.
- To ask for something – a form, an appointment.
- To ask for information.
- To make a booking for a holiday etc.
- To invite someone to an event.

Points to note:

- The sender's address is on the top right hand corner.
- The address of the company/person to whom the letter is being sent is on the left-hand side.
- When you do not know the name of the person to whom you are writing, you may start with 'Dear Sir/Madam'.
- If you begin with 'Dear Sir/Madam', you end the letter with 'Yours faithfully', and your full name.
- If you know the name of the person you are sending the letter to e.g. Dear Ms Smith, you end the letter with 'Yours sincerely' and your full name.
- Remember to use capital letters, full stops and commas.
- Use paragraphs in your letter.
- Use formal language.

TASK:

Use the skills you have learned here to write a formal letter or email to someone who can assist you with your project.

