

Letter Template

Name and Address
Of the person
You are writing to.

Ref:

Your own
Name and
Address

Today's date
(e.g. 17/03/2011)

Dear Sir or Madam,
or
Dear Mr. Brown,

Heading – what letter concerns

Introductory paragraph. Explain why you are writing and what you hope the outcome of the letter will be. Write as concisely and simply as possible.

Second paragraph. If needed, go into more detail to explain.

Concluding paragraph. Repeat your concerns briefly and add a pleasant message regarding the next step, such as...

I look forward to hearing from you.

or

We will be in touch shortly.

Yours faithfully, *(if dear Sir used)*

or

Yours sincerely, *(if name used)*

Your signature *(handwritten)*

Your name *(printed)*

c.c. + name of anyone you are copying the letter to