

## 4.1 Formal letters and emails

### 1 Letters

- (a) address of sender
- (b) address of recipient
- (c) sender's reference
- (d) date
- (e) greeting
- (f) subject headline
- (g) reason for writing
- (h) further details
- (i) request for response
- (j) ending
- (k) signature
- (l) writer's name and job title

### 2 Practice A

(Example answer)

54 Sydney Road  
Rowborough RB1 6FD

Mr M. Bramble  
Administrative Assistant  
Central Admissions Office  
Wye House  
Park Campus  
University of Mercia  
Borchester BR3 5HT

5 May 2010

Dear Mr Bramble,

Informal Interview: Yr Ref: MB/373

Thank you for inviting me to interview on 21 May. I will be able to attend on that date, but it would be much more convenient if I could have the interview at 12, due to the train times from Rowborough.

Could you please let me know if this alteration is possible?

Yours sincerely,

*P. Tan*

P. Tan

## 4 Practice B

Sender = student / recipient = teacher

Reply is unlikely, unless recipient needs to comment on the attached paper.

## 5 Practice C

(Example answers)

(a) Hi Mark,

We need to schedule a short meeting tomorrow. What time would suit you?

See you soon,

(b) Hello Tricia,

I'm looking for another source for this month's essay. Could you recommend something suitable?

Best wishes,

(c) Hi everyone,

It's only a week before the end of the course – what are we going to do to celebrate? Let me have your ideas – I'll pass them on and hopefully get something good fixed up for Sat 12th!

(d) Dear Tim Carey,

I've never had this book, so I can't return it. Can you check your records please?