

John Smith
37 Goldwing Close
Applewick
Gallifrey
GY42 9DR

17th May 2022

Dear Mr. Bracewell,

For a formal letter it should always start with Dear Mr or Ms. If you do not know the name of the recipient you can start the letter with '*To Whom It May Concern*' or '*Dear Sir/Madam*'. Less formal letters for friends can start with; '*Hi*', '*Hello*' or '*Wassssuuuuuppp*', depending on who you're writing to.

The body of your letter, the first sentence, should start indented as above. The length of the letter is your own personal choice, it all depends on what your letter entails. You should start with an introduction of who you are and why you are writing to them. Make your points clear and concise, starting with the most important.

There are obviously many reasons to write a letter but in most cases it will be for a professional purpose. Your last paragraph should be to sum up the reason for the letter, a sort of quick conclusion.

Be sure to thank them for taking their time to read your letter and make sure you pick the correct sign off. '*Yours faithfully*' is used for business and professional use when you do not know the name of the recipient. '*Yours sincerely*' is used when you do know their name and when the letter is less formal but not intimate. Other acceptable ways to end the letter would be '*Kind regards*' or just '*Regards*'.

I hope this is helpful for you.

Thank you.

Yours faithfully,

John Smith