## **Letter conventions**

## Structure

- Sender's and addressee's address
  - 10 Paternoster Square
  - London
  - EC4M 7LS
- Date
  - April, 26 2013
- Salutation
  - Dear Sir or Madame,
  - Dear Mr/Ms/Mrs Cooper,
  - Dear William,
- Body
- paragraph one: reason for writing
- further paragraphs: exposition
- last paragraph: summary
- Closing
  - Yours Faithfully,
  - Yours Sincerelly,
  - With Love
- Signature
- Post scripta

## Layout

- > sender's address and date: top-right corner
- addressee's address: top-left corner
- > salutation, body, closing: paragraphs
- > signature: lower-left corner

## Tips

- focus on addresse: influence on register, style, word choice
- short, cohesive and coherent paragraphs
- drafting and re-drafting (content, grammar...)

KEY

Formal letter

Informal letter

14 Plowden Road Torquay Devon Tog 1RS Tel 0742 06538

The Secretary 22 December 2007 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 Parker