

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 Sincerely,*
 - *With Love*
- Signature
- Post scripta

KEY

Formal letter

Informal letter

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