**WRITING A LETTER**

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1 = sender

2 = references

3 = optional: 'Private and confidential' for confidential documents

4 = date: September, 10th 2008

5 = recipient

6 =Attention: The Manager / Mr. / Mrs. / Ms.

7 = Dear Sirs / Dear Mr. / Dear Mrs. / Dear Ms.

8 = main object

9 = body

10 = 'Yours faithfully / Yours sincerely'.

11 = Signature

12 = your name

13 = optional

'Encl.' (enclosed) if you've enclosed documents

'copy to' if you've sent this letter to several people

USEFUL IDOMS

Being polite:

1. You've already met the recipient

*Starting:*  Dear Mr. Simpson,

*End:* Yours sincerely *(more friendly):* With all good wishes, *(or)* With kindest regards,

1. You are writing to a relative

*Starting:* Dear Victoria, My dear Victoria, Dear Aunt Victoria, Dearest Victoria, My dearest Victoria, My darling Victoria,

*End:* With love from Sandra Love from Sandra  *(more familiar)* Love to all Love from us all Yours All the best  *(encore plus affectueux)* With much love from Sandra Lots of love from Sandra Much love, as always All my love

1. You are writing a business letter

*Start: -> you are writing to a company:* Dear Sirs, *-> you are writing to a man:* Dear Sir, *-> you are writing to a woman:* Dear Madam, *-> you don't know if the recipient is a man or a woman:* Dear Sir or Madam,

End:  Yours faithfully

1. You are writing to a friend

*Start:* Dear Victoria, My dear Victoria;

*End:*Yours sincerely With best wishes, Best wishes, With kindest regards, Kindest regards, All good wishes,

Other useful idioms...

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| WRITING A LETTER |
| 15th April 2003 |
| Dear Sir/Dear Sirs |
| Dear Mr (Mrs) Smith |
| Dear Jenny, |
| Thank you for your letter. |
| It was kind of you to write to me. |
| I got your lovely letter. |
| I am writing to inform you that... |
| I am writing to confirm my telephone call. |
| Following our telephone conversation... |
| I'm sorry I haven't written before. |
| I am sorry I cannot accept your invitation. |
| I shall be arriving at 6 pm. |
| We'll be at the airport to meet you. |
| Let me know which train you'll be on. |
| Thank you very much for having me to stay. |
| I had a really good holiday. |
| I enclose a stamped addressed envelope. |
| Could you let us have it by return of post? |
| Please give my best wishes to Tim. |
| Say hello to Sandra for me. |
| Tell Mike I was asking after him. |
| John and I send you our very best wishes. |
| Mike has asked me to say that... |
| Give my love to the rest of the family. |
| Must go now. |
| Love from Sandra |
| Much love from Peter. |
| See you on Sunday, Yours, Sandra |
| Yours faithfully, |
| Looking forward to seeing you soon,Yours sincerely, |