Letter writing—Formal Letter

The letter should be started with the "full name of the sender", followed by his/her address—both on the right side of the letter. Another important thing to be entered is the date on which the letter is written. The following shows the pattern:

John Peter ← Your name
House 3
ABC Road ← Your address
Newyork

18 March 2011 ← Today's date

The next step is to provide information about the receiver of the letter, i.e., to whom the letter has been written. First thing to be provided is the name of the contact person, followed by the title of the contact person, company name and company address.

Mr Oliver Jack ← Name of Contact Person
Chief Editor ← Title of Contact Person
XYZ Newspaper ← Company Name
Plot 123
Alstonia Road ← Company Address
Newyork

Salutation is the part of the reader that is added to grab the attention of the contact person. Two types of salutations can be written, both of which start with the word "Dear". The salutation: "Dear Sir/Madam" is written when the name of the contact person is not known. Otherwise the salutation "Dear Mr XYZ" is used.

Dear Mr Oliver ← Salutation

Subject line is written to tell the subject of the letter, or the reason of writing the letter. The two capitalized letters, RE, are used to symbolize the reference line.

RE: ← Subject heading

Now begins the actual body of the letter. State every point in a separate paragraph. In this part of the letter

State what you purchased, when and where.

State something positive about the company, product, or experience.

State ALL the problems you encountered. ELABORATE in detail

State what EXACTLY are the things you would like the company to do for you.

Recently, I bought this month's issue of the XYZ Newspaper from a bookstore nearby my place.

I am a frequent reader of the XYZ Newspaper, and have always found the newspaper very informative, and different from other newspapers published in the town.
But I was shocked to read the recent issue. Your newspaper has published a very shabby article about the firm in which I work. Our firm is on of the biggest and renowned construction companies of the town, but the article declared the fir as a "corrupt" firm that uses poor graded materials for construction.

As the XYZ Newspaper publications is a very respectable company, I would like to suggest that another article correcting all the bad stuff about our firm, shall be written next month. I would send the quality report to you as well.
I look forward to your reply.

Closing the letter is a very crucial stage. Students often get confused which closing phrases shall they use. In case of a formal letter like this, the closing phrase should preferably be "Yours sincerely." But if the name of the contact person is not known, then "Yours faithfully" shall be used. Closing is to be followed by your full name, and your signature.

