


WRITING FORMAL LETTERS

number, street city/village postcode telephone number email address	YOUR ADDRESS
26 July, 2013*	DATE

David Smith	NAME
Headmaster	POSITION
St. James's School	COMPANY NAME
20 Long Road	STREET
Cumbria	CITY/VILLAGE
CA3 4 PZ	POSTCODE
GREETING	Dear Sir/Madam, Dear Mr Smith,
INTRODUCTION	I am writing in response to your advertisement in <i>The Times</i> of 21 st July. I'm very interested in applying for the position of teacher.
BODY	(One or more paragraphs)
CONCLUSION	I will be available for interview in August. I look forward to hearing from you. Thank you in advance.
ENDING	Yours faithfully, Yours sincerely,
SIGNATURE	 Carmen Luisa Pérez Amaro

* There are different ways of writing the date:

26th July, 2013

26 July, 2013

26th July

July 26th, 2013

July 26, 2013

July 26th

When you finish your letter you should check:

- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs