

LETTER

WRITE FORMALLY. BE RESPECTFUL.

EXAMPLE

SENDER'S ADDRESS

23 Green Lane
Oxford
OX1 2AB
United Kingdom

12 May 2024

RECEIVER'S ADDRESS

The Headteacher
Riverdale School
Park Road
Oxford
OX1 3TT

GREETING

Dear Sir / Madam,

PURPOSE

I am writing to request permission for a leave of absence from school.

MAIN CONTENT

My family and I are planning to visit Canada this summer to see my grandparents. We will be away from 15 July to 28 July. I will make sure I complete all my work before I go and catch up when I return.

CLOSING

I would be very grateful if you could consider my request.

SIGNATURE

Yours faithfully,
Emma Johnson

PURPOSE



TO COMMUNICATE
FORMALLY AND
RESPECTFULLY.

KEY FEATURES



SENDER'S
ADDRESS



DATE



RECEIVER'S
ADDRESS



FORMAL
GREETING



CLEAR
PURPOSE



CLOSING
& SIGNATURE

TENSES USED



PRESENT SIMPLE

for facts and general statements



PRESENT CONTINUOUS

for plans or arrangements



PRESENT PERFECT

for experiences or results



PAST SIMPLE

for past events



FUTURE (WILL)

for offers or requests

DO



- ✓ Use a formal tone
- ✓ Address the letter correctly
- ✓ Be clear and polite
- ✓ Organise your letter in paragraphs
- ✓ Check spelling and punctuation
- ✓ End with a formal closing and signature

DON'T



- ✗ Use slang or text abbreviations
- ✗ Be too casual
- ✗ Write in ALL CAPS
- ✗ Forget paragraphs
- ✗ Leave out the closing or signature
- ✗ Make spelling mistakes

GOOD LETTERS
SHOW RESPECT!