Letters

IN A SENTENCE Letters are slower than emails, and that is part of their power.

LAYOUT TEMPLATE

Letters

Use this skeleton to plan a formal letter. For an informal letter, leave out the recipient's address and use a friendly greeting and sign-off.

1 **Your address**
street · town · postcode

2 **[date]**

3 **Recipient**
name · title · organisation · address

4 **Dear [name],** *or Dear Sir or Madam,*

5 **Opening**
why you're writing

6 **Point 1**
problem / news + details

7 **Point 2**
problem / news + details

8 **Request / next step**
what you want to happen

9 **Yours sincerely,** *+ signature and name*

My plan

BEFORE YOU WRITE

Who is reading?

Where will it appear?

Why are you writing?

HOW TO USE IT

The numbers show the order your reader meets each part.

Use the template to plan, not to copy. Adapt it to your reader, context and purpose.

Want more?

The full chapter in It's Alwrite! has the conventions, useful language, an annotated model and a checklist.