

WELCOME

Today's
lesson:
Writing Formal
Letter

WHEN & HOW?

Less is more...

The background of the slide is a complex, abstract composition. It features a dark blue gradient at the top, which transitions into a dense, chaotic pattern of black and white splatters, ink blots, and textured brushstrokes. The overall effect is one of organic, messy complexity, contrasting with the clean, minimalist text overlaid on it.

HOW TO MAKE YOUR WRITING FORMAL

1. Do not use contractions
2. Not to use slang words/
informal expression
3. Avoid using first person/
personal examples
4. Avoid addressing your readers
5. Not to be emotional
6. Avoid over-generalization and
mentioning statistics without
proper referencing
7. Use passive voice
8. Use academic vocabulary



1. ADDRESS OF THE WRITER
2. THE DATE
3. ADDRESS OF THE RECIPIENT
4. SALUTATION
5. BODY
6. COMPLIMENTARY CLOSING
7. SIGNATURE

FORMAL LETTER

TYPICAL LAYOUT

1. ADDRESS OF THE WRITER

2. DATE

3. ADDRESS OF THE RECIPIANT

4. SALUTATION,

-----5. BODY-----

6. COMPLIMENTARY CLOSING,

7. SIGNATURE

1. Dear Sir or Madam
2. Dear Sir
3. Dear Madam
4. Dear Mr. X
5. Dear Miss X
6. Dear Ms. X
7. Dear Mrs. X

HOW
TO
ADDRESS?

1. Introduce yourself (if necessary)
2. State the purpose of your letter

Examples:

* I am writing to let you know/
request/ enquire/ explain/ express/
apologize/ complain... etc.

* Thank you for your letter
regarding...

* In response to your letter of 22nd
July...

LETTER OPENINGS

- * **Elaborate your purpose**
- * **Write on topic**
- * **Use precise vocabulary**
- * **Use logical structure**

BODY

1. Thank you for your consideration/
time/ assistance/ recommendation...
etc.

2. I look forward to meeting/ seeing/
hearing from you... etc.

3. Your help is greatly appreciated...

4. Please accept my sincere apologies...

5. Thank you in advance...

LETTER
CLOSINGS

1. Sincerely

2. Yours faithfully

3. Respectfully

4. Faithfully

5. Kind regards

**LETTER
SIGN
OFFS**

INFORMAL	FORMAL
Hi, Hello, Beloved	Dear
Just wanted you to know	I am writing to inform you
Love, Cheers, Yours truly	Sincerely, Yours Faithfully
Hope to hear from you soon	I look forward to hearing from you
You can tell me if you need anything	Please do not hesitate to contact me

**COMMON
MISTAKES
IN
LETTER
EXPRESSION:
INFORMAL
VS
FORMAL**

28 Lake Circus, 2nd Lane,
Kolabagan, Dhaka-1205

22 July 2019

The Manager
Walk-In Restaurant and Lounge
40 Gareeb-e-Nawaz Ave, Dhaka-1213

Dear Sir or Madam,

I am writing to complain about a meal we had in your restaurant yesterday.

We had booked a table for six but when we arrived there were no free tables and we had to wait for more than 45 minutes to sit down. From a menu of 12 dishes only four were available and their quality were poor. The fish, in particular, tasted awful and the waiter was rude when we told him about this. We have eaten in your restaurant several times in the past but this is the first time we have received such bad treatment.

I am not asking for a refund but I would like you to improve the quality of your dishes and service.

Sincerely,

(Handwritten signature)
Md. Shah Nawaz Siddique

PRACTICE TIME!

Beloved Ma'am,

I am letting you know that I am accepting your job offer that you sent on 14th July. I am very happy to be a part of your institution. I am confident that I can make significant contribution to your institution.

As we discussed, I will report to office at 9:00am on 1st August. Also I shall complete all employment and insurance form for the new employee orientation.

I am thankful for the opportunity you've given me. I will
See you soon.

Warmest regards,
"X"

FOR AN INSTANCE,

Dear Madam,

I am writing to confirm my acceptance of your employment offer on 14th July and to tell you how delighted I am to be a part of your institution. I feel confident that I can add significant contribution to your institution.

As we discussed, I shall report to work at 9:00am on 1st August. Additionally, I shall complete all the employment and insurance forms for the new employee orientation.

I am grateful for the opportunity you have given me. I look forward to working with you.

Warmest regards,
“X”



THANK YOU...
SEE YOU IN THE NEXT CLASS!

**Any
Questions**

