



# FORMAL LETTER

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INVESTICE DO ROZVOJE VZDĚLÁVÁNÍ

**Výukový materiál zpracován v rámci projektu  
EU peníze školám**

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Dostupné z Metodického portálu [www.rvp.cz](http://www.rvp.cz), ISSN: 1802-4785. Provozuje Národní ústav pro vzdělávání, školské poradenské zařízení a zařízení pro další vzdělávání pedagogických pracovníků (NÚV).*

- Registrační číslo projektu: CZ.1.07/1.5.00/34.0229
- Šablona: II/2
- Č. materiálu: VY\_22\_INOVACE\_13
- Datum vytvoření: 3.9.2013
- Ročník: 4
- Předmět: Anglický jazyk
- Vzdělávací oblast: Jazyk a jazyková komunikace (Cizí jazyk)
- Tematická oblast: Reálie pro cestovní ruch

ANOTACE:

ŽÁCI DOKÁŽOU NAPSAT FORMÁLNÍ DOPIS V ANLIČTINĚ



How should I start my letter?

What should I avoid?

What layout is the best for my letter?

How should I end my letter?

What salutations are appropriate?

Where should I mention the purpose of my letter?

# THE ADDRESS

- **Q: Where should I write my address?**
- **A: Top right-hand corner**
  
- **Q: What is the appropriate form?**
- **A:**
  - 1) the number of the house, the name of the street
  - 2) the name of the town, zip/postal code
  - 3) the name of the county (**okres**)
  - 4) the name of the country (if your letter is going to another country)



**SENDER**

4 Privet Drive,  
Little Whinging,  
Surrey, GU17 7HF

24/7/91

**ADDRESSEE/RECIPIENT**

Mr. John Doe,  
27 Vanishing Street,  
London, W1A 3AA



# HOW TO WRITE THE DATE?

## AMERICAN VERSION

July 24th, 1991

July 24, 1991

7/24/1991

7/24/91

07/21/91

## BRITISH VERSION

24th July 1991

24 July 1991

24/7/1991

24/7/91

24/07/91



# THE GREETING

- **To a stranger:**

- *Dear Sir or Madam,*
- *Dear Sirs,*
  
- **Comma** is a must!

- **If you know the name:**

- *Dear Mr.* (man) X *Dear Ms.* (woman, marital status not specified)
  
- *Dear Mrs.* (married) X *Dear Miss* (unmarried)
  
- Title *Dear Dr., Dear Professor*



# THE ENDING

- The following are some useful phrases used for ending letters:
  - *I am looking forward to hearing from you soon*
  - *I am looking forward to your response*
  - *Please contact me at your earliest convenience*
  - *It has been a pleasure conducting business with you*
  - *Please feel free to contact me if you have any questions or concerns*



- ***Yours faithfully***

*If you do not know the name of the person, end the letter this way.*

- ***Yours sincerely***

*If you know the name of the person, end the letter this way.*



# A COVERING LETTER

- **Opening Paragraph**  
Briefly identify yourself and the position you are applying for. Add how you found out about the vacancy.
- **Paragraph 2**  
Give the reasons why you are interested in working for the company and why you wish to be considered for that particular post. State your relevant qualifications and experience, as well as your personal qualities that make you a suitable candidate.
- **Paragraph 3**  
Inform them that you have enclosed your current CV and add any further information that you think could help your case.
- **Closing Paragraph**  
Give your availability for interview, thank them for their consideration, restate your interest and close the letter.  
1)



# A LETTER OF ENQUIRY

- **Opening Paragraph**

*Introduce yourself briefly and give your reason for writing. Let them know of the kind of position you are seeking, why you are interested and how you heard about them.*

- **Paragraph 2**

*Show why their company in particular interests you, mention your qualifications and experience along with any further details that might make them interested in seeing you.*

- **Paragraph 3**

*Refer to your enclosed CV and draw their attention to any particularly important points you would like them to focus on in it.*

- **Closing Paragraph**

*Thank them, explain your availability for interview and restate your enthusiasm for their company and desire to be considered for posts that might as yet be unavailable.*

**2)**



## SOURCES

- Outlines of 1),2) have been copied from [www.usingenglish.com](http://www.usingenglish.com)

Direct link:

<http://www.usingenglish.com/resources/letter-writing.php>

