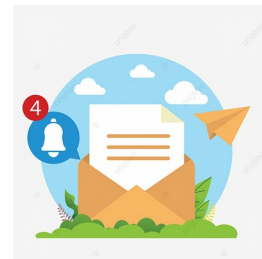




How to write a formal email



From:		_____
To:		_____
Subject:		_____

Dear Sir/Madam, _____

I am thirteen years old and I am writing to find out more about your camp.

I would be grateful if you could answer a few questions. Firstly, how old do you have to be to go to the camp? I am going to be fourteen in July, and my mum and dad are happy for me to go to a camp on my own. Secondly, what will we do at the camp? I sing and play the guitar, and I am interested in learning how to record songs in a studio. Lastly, how much does the camp cost? _____

I look forward to hearing from you. _____

Yours faithfully, _____
Ryan Atkins _____

1. Look at the formal email and write all the elements.

Signature Recipient Body of the email (purpose) Greeting Sender Closing Subject line Final statement

2. Write some other examples for these elements:

Greeting: _____

Body of the email (purpose): _____

Closing: _____

Tips for writing a formal email ≈ Always use formal language

- 1 full forms (e.g. I am writing..., I am going...)
- 2 formal expressions (e.g. I would be grateful..., I look forward to...)
- 3 formal beginnings and endings (e.g. Dear Sir/Madam, Yours faithfully,...)
- 4 do not use emoticons
- 5 always check your spelling & grammar

