

## Formal Letters.

Formal letters differ in some key ways from e-mail and even from professional memos. The purpose of a formal letter is often serious. It may be a formal application for a job, a formal statement of a job offer, a formal thank-you note following an interview, a formal document from your employer offering a promotion, or even a formal performance review that will go into your permanent employee file. These matters are generally too important to handle in an informal medium like e-mail or a memo. In addition, recipients may want a document that can be signed and filed in a traditional way.

### Parts of a Letter.

- Date and address
- Salutation
- Body of the letter
- Closing and signature

### **Format. (British Style)**

#### **1. Your Address**

Your address, also known as the "return address", comes first. Your return address should be right-justified. (No punctuation marks)

#### **2. The Date**

Directly beneath this, the date on which the letter was written. In the UK, the day comes before the month, and it is fine to put "st", "nd" or "th" after the day's date, eg. "15th" "1st" or "2nd".

15th May 2008

You can position the date on the right of the letter.

#### **3. Recipient's name and address**

Beneath this, you should put the recipient's name and address. The recipient's name and address should be positioned on the left-hand side.

#### **4. The Greeting**

After their address, you should leave a line's space (skip one line) then put Dear Mr Jones, or Dear Sir/Madam, as appropriate. Follow this with a comma. The greeting should be left-aligned. Again skip a line.

#### **5. The Text of your Letter**

The main body of your letter should have:

- Single-spacing between lines
- A blank line (NOT an indent) before each new paragraph



- Each new paragraph should start at the left hand side.

**6. The Closing and Your Name and Signature**

After the body of text, your letter should end with an appropriate closing phrase such as "Yours sincerely" or "With best regards" and a comma. The closing and your name and signature should all be on the left hand side. Skip a line before closing.



**Write a letter to the chairperson of the political science department convincing him that you are the right candidate for the post of Assistant Professor since you saw an ad about the vacancy for this position.**

24 B

Model Town C

Bahawalpur

28<sup>th</sup> May 2019

Chairperson

Department of Political Science

Islamia University Bahawalpur

**(skip a line)**

Respected Sir,

**(skip a line)**

One week before I saw an ad regarding the vacant position of assistant professor in your department. I was highly motivated to see the ad since I consider myself the right candidate for this post. I have just completed my doctorate from Government College University Lahore. I have done PHD in political studies with the specialisation in parliamentary studies. My bachelors and Masters are from IUB.

It will be a great pleasure for me to teach in the same department under the shadow of my respected teachers where I have spent 6 years of my academic career. Personally I have some background in practical politics. Moreover I have served as a visiting lecturer in political science department for one year and in GC for 2 years. Additionally, I have an experience of teaching BA classes in Government Degree College Lahore for 1 year. I have published 10 papers and have a great exposure in research.

If you consider me the right candidate for this post kindly let me know. I am looking forward to hear from you soon.

**(skip a line)**

Yours truly,

Ali Ahmed

**(Sign)**



Write a thank you letter to the vice president of Acme Marketing Corporation telling him that the interview went well. You really liked the atmosphere of their company and you are ambitious enough to work here.

141A Lane  
Model Avenue  
Scotland  
7<sup>th</sup> January 2020

Mr. Burton  
Acme Marketing Corporation  
24B Street  
London

Honourable Sir,

I would like to thank you for calling me for the interview of the position of 'social media specialist' in Acme Corporation. The interview went really well and I was highly touched by your endearing behaviour. It was a pleasure meeting you and your team. The environment was great and I learnt a lot about the marketing programs of your company.

I have clearly understood the duties of a social media specialist that he has to manage the social media sites like WhatsApp, Facebook, Twitter, LinkedIn etc for the company. He has to state all the clauses of the company well on the social media sites so that the clients and customers have a complete know-how of the schemes and projects of the company. Moreover there must be a good deal of advertisement of our products and company on the social media sites so that it must be proved effective for our company. My aim would be to build an Empire of 5K followers on sites like Instagram and Facebook so that our company could become a major influence among its competitor marketing companies.

I am eagerly waiting to hear from you soon. I hope that your decision is in my favour and I will try my level best to be the right and ideal candidate for this post.

Yours sincerely,

Peter John

(sign)