

How to write a letter.

As you probably know, there are **several kinds of letters** such as:

- Letters of complaint.
- Letters of request.
- Letters asking for, giving, refusing/accepting information, advice/invitation.
- Letters expressing congratulations, thanks or regret.
- Letters of apology.
- Letters of application for a job.
- Letters to the editor or authorities, giving your opinion or suggestions.

The **style of the letter** depends on who it is addressed to. It is not the same to write a letter asking a university for information as it is to write an email to a friend. The passive voice can be used in formal letters, as well as complex sentences, no abbreviated forms, non-colloquial English and so on. Whilst informal letters can include, idioms, colloquial English, abbreviated forms, etc.

Be that as it may, **a successful letter consists of:**

- A **suitable greeting**, depending on the style: Dear Mr Smith, Dear Anne, Dear Sir or Madam...
- An **introductory paragraph**, where the reason for writing should be clearly exposed using expressions such as, I am writing to express my strong, I am writing in response to, I am writing to request, I was terribly sorry to receive...
- A **main body**, explaining the subject into separated paragraphs using, firstly, according to, as you can imagine, as we all know, for all that, not only, but also...
- A **conclusion**, in which you sum up the subject or express what you expect from them using, I expect to hear from you, I hope that this matter can be, without adding I would appreciate...
- An **ending**, depending on the style and the greeting. If you have begun a formal letter with "Dear Sir or Madam" as a greeting, you have to end with "Yours faithfully" or alternatively, you decided to begin with "Dear Mr Smith", you have to end with "Yours sincerely". But there are others formal and informal endings such as: best wishes, with love, sincerely, regards, yours...