

## Formal letters

### Asking for information American style

179 San Jacinto Blvd  
San Antonio, TX 78210

September 3, 2000

Denver Chamber of Commerce  
124 Highfield Road  
Denver, CO 80201-1023

#### To whom it may concern:

We are planning to spend our vacation in Denver over Christmas and would like some information on available lodging in the area.

We would appreciate it if you could send us information about inexpensive hotels in the Denver area. A city map and brochures about activities and sights in the city would also be appreciated.

Thank you.

Sincerely,

*Laura Jensen*

Laura Jensen

- **Your address** (but not your name) usually goes in the top right-hand corner, but may alternatively go on the left.
- **The date:** this can go on either the right or the left.
- **The name and / or job title** (if you know them) and address of the person you are writing to.

### Applying for a job British style

26 Windmill Road  
Bristol BS2 6DP

24 May 2000

Ms Emma Campbell  
Personnel Manager  
Multimedia Design  
4 Kennington Road  
London SE1 8DD

Dear Ms Campbell

I am writing to apply for the position of assistant designer advertised in the Evening Post of 23 May. Please find enclosed a copy of my CV.

I have a degree in Graphic Design from Anglia Polytechnic University. Since graduation last summer I have been working for EMS Corporate Imaging on a contract basis. I have become particularly interested in interactive and multimedia work and now wish to develop my career in that direction. I would welcome the chance to work as part of a small, dynamic team where I could make a significant contribution while developing my skills yet further. I would be happy to show you a portfolio of my work.

I look forward to hearing from you.

Yours sincerely

*Peter Green*

Peter Green

- **To address someone whose name you do not know you can write:**

*Dear Sir*

*Dear Madam*

*Dear Sirs*

*Dear Sir / Madam*

*Dear Sir or Madam (all especially BrE)*

*To whom it may concern:*

*(especially AmE)*

- **To address someone by name, use their title and surname:**

*Dear Dr Smith (BrE) /*

*Dear Dr. Smith: (AmE)*

*(not Dear James Smith or*

*Dear Dr James Smith)*

- **To end formal letters in American English you use:**

*Sincerely*

*Sincerely Yours*

*Yours Truly*

In British English you should write:

*Yours sincerely* if you have

addressed the person by name,

*Yours faithfully* if you have begun

the letter *Dear Sir / Madam*, etc.