

Grade 6 English Language Arts  
Week of January 11 – January 15

**Lesson 3: Formal Letter Format**

Copy and paste your revised letter into the template area for **Writer's Workshop #5: Formatting, Editing, and Proofreading.**

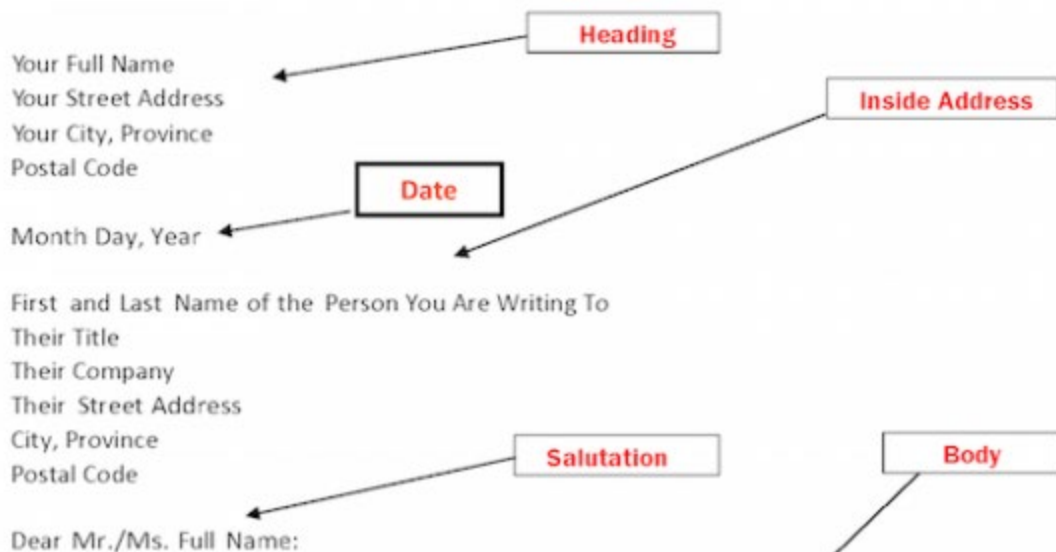
Then you can add the letter pieces edit, and complete a final proofread. You've drafted and revised all the parts of your letter and done some revisions. Now you can add the "parts" that turn it into a letter:

- heading
- date
- inside address
- salutation
- complimentary close
- signature

Here is a sample of what the format should look like on the next page...



# Formal Letter Format



A business letter is a formal letter. You need to be polite and professional. Introduce yourself and explain the topic you are writing about. As you write, remember who your audience is. If you know anything about the person you are writing to or the company they represent, keep this in mind as you write.

The second paragraph should be where you share your opinion or feelings regarding the reason you are writing. You want to give facts, reasons, and examples to explain why you feel this way. Even if you are very upset, you do not want to name call or be rude. This will likely NOT get the results you are hoping for. You can also address any arguments that the reader might counter with.

In the second or third paragraph (depending how much writing you need to do), you must share your ideas for solving the problem. If you want a certain response or action, you need to request it. Just complaining will likely lead to no results. You can also offer to help in solving the problem. You can thank the reader for their assistance at this point and end by sharing your contact information.



Here are the parts explained:

## Salutation

When you address a letter to someone, it's called the **salutation**.

You should use Mr./Ms./Mrs. and then a first name followed by a last name. As you are not an adult yet, it is also fine to use the last name only.

Dear Mr. Person Lastname:

Dear Ms. Lastname:

Notice that after the last name, you need to use a **colon (:)**.

Ideally, you find out the name of the person you are writing to. If you cannot, then you can use choices such as:

To Whom It May Concern:

Dear Madam or Sir:

## Complimentary Close

The Complimentary Close is the part of the letter just above the signature.

Examples are:

Respectfully,

Sincerely,

Yours sincerely,

Best wishes,

Best regards,

Yours truly,

Notice how the examples have only the first letter capitalized and REMEMBER to put in the comma as well.

## Signature

For your signature, you need to leave three or four spaces between the complimentary close and where you typed your name underneath. Signatures are usually done in handwriting under the complimentary close and above your typed name.

