

## 1. INFORMAL LETTER

Blk 123 Cascade Crescent #01-1234 Singapore 432123 <i>(skip a line)</i>	<i>Sender's address</i>
24 October 2016 <i>(skip a line)</i>	<i>Date</i>
Dear Susie, ← <i>(skip a line)</i>	<b><u>Salutation</u></b> <i>Greetings such as Dear, Hi and Hello are used. Must be followed by a comma. Address the recipient by his or her first name.</i>
Greetings (include a shared experience) <i>(skip a line)</i>	
Body (RPs)	
Conclusion <i>(skip a line for every new paragraph)</i>	
Yours sincerely, ← John ←	<b><u>Close</u></b> <i>*Note: It is always a capital 'Y' and a small 's'.</i>  <i>Other possible alternatives: 'Best wishes' / 'Love' / 'Lots of love' / 'With hugs and kisses'</i>  <i>The letter is <b>signed off</b> with a name. <b>A signature is required.</b></i>

**Note:** The rule of consistency applies to the use of commas for the 'salutation' and 'closing'.



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## 2. **FORMAL LETTER**

(including a proposal letter, job application, letter of complaint, letter of recommendation and any letter to companies and relevant authorities)

Take note of the slight difference in the layout when you write a formal letter:

### a) **To someone from another organisation**

88 Bukit Timah Hill  
Singapore 688128

*Sender's address*

*(skip a line)*

18 June 2020

*Date*

*(skip a line)*

Ms Zhen Mei Li  
Managing Director  
Midas Touch Pte Ltd  
28 Marine Parade  
Singapore 282816

*Recipient's full name*  
*Recipient's designation / position*  
*Recipient's company*  
*Company's address*

*(skip a line)*

Dear Ms Zhen,

*Dear Sir/ Madam / Mr.../ Mrs..../ Ms...,*  
*(Salutation)*

*(skip a line)*

Request for donation for fund-raising event

*Subject (underlined)*

*(skip a line)*

Introduction

*(skip a line)*

Body (RPs)

*(skip a line)*

Conclusion

*(skip a line)*

Yours faithfully,

*Steven Wong,*

Steven Wong (Mr)  
Kang Kong Secondary School

**Always use 'Yours faithfully' for a formal letter.**

*Signature*  
*Sender's full name*  
*Sender's organisation*



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**b) \*To someone from the same organisation as you (e.g. Principal / Form Teacher/ Teacher-in-charge of an event, CCA, etc.)**

24 October 2017  
*(skip a line)*

*Date*

Ms Cindy Lim  
Teacher-in-charge  
Nature Club  
*(skip a line)*

*Recipient's full name*  
*Recipient's title / position*  
*Recipient's organisation*

Dear Ms Lim,  
*(skip a line)*

*Dear Sir/ Madam / Mr.../ Mrs..../ Ms...,*  
*(Salutation)*

Proposal on Nature Club Bonding Activity  
*(skip a line)*

*Subject (underlined)*

Introduction  
*(skip a line)*

Body (RPs)  
*(skip a line)*

Conclusion  
*(skip a line)*

Yours faithfully,

**Always use 'Yours faithfully' for a formal letter.**

*Steven Wong*

*Signature*  
*Sender's full name*  
*Sender's Class*

Steven Wong (Mr)  
Kang Kong Secondary School

**\*Your address is not needed in such cases.**



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