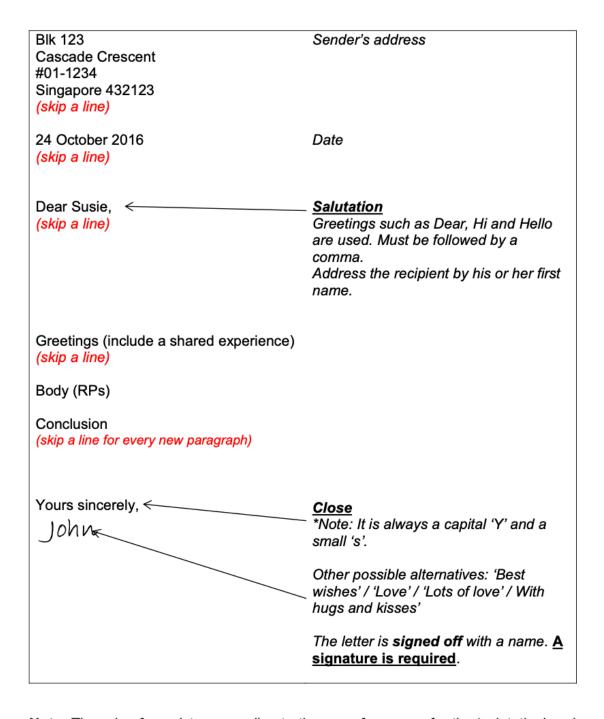


1. INFORMAL LETTER



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



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 <u>difference</u> in the <u>layout</u> when you write a formal letter:

a) To someone from another organisation

88 Bukit Timah Hill Singapore 688128

(skip a line)

18 June 2020

(skip a line)

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

(skip a line)

Dear Ms Zhen,

(skip a line)

Request for donation for fund-raising event

(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

Sender's address

Date

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

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

Subject (underlined)

Always use 'Yours faithfully' for a formal letter.

Signature Sender's full name Sender's organisation



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

24 October 2017

(skip a line)

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

Dear Ms Lim, (skip a line)

Proposal on Nature Club Bonding Activity

(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

Date

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

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

Subject (underlined)

Always use 'Yours faithfully' for a formal letter.

Signature Sender's full name Sender's Class

*Your address is not needed in such cases.



SUBSCRIBE TO OUR YOUTUBE CHANNEL AND BECOME A MEMBER TODAY

TO ENJOY EXCLUSIVE TEST PAPERS, STUDY NOTES AND A FULL VERSION OF THIS SITUATIONAL WRITING FORMAT

-SPEECH

-FEATURE WRITING

-REPORT

-PROCEDURE WRITING AND MORE

THE MOST COMPREHENSIVE O'LEVELS SITUATIONAL WRITING FORMAT

