

Writing a Formal Letter of Introduction

A formal letter is a means of communication between two people, a person and a corporation, or two corporations. Business letters differ from personal letters because they follow very strictly set rules for composition. Before you begin writing, answer the following questions:

Before you begin:

Ask and answer the following questions:

1. What is my purpose in writing this letter?
2. What does my reader want or need to know to understand my message?
3. Have I answered important questions and provided the necessary information for the reader?
4. Did I accomplish my purpose?
5. Have I included boring, confusing, or distracting information?
6. What do I want the reader to do when he or she is done reading this?
7. Is that clear to the reader?
8. Have I included all the information necessary for the reader to take this action?

Most problems with business letters are they are either hard to understand or very long and drawn out. One solution that many writers use to correct this problem is to double check the writing to make sure it follows the seven C's of business writing. The seven C's are:

- Clear
- Concise
- Correct
- Courteous
- Conversational
- Convincing
- Complete

COMMON TYPES OF FORMAL LETTERS

There are many different types of business letters that a person can write to achieve different things. The key to writing a successful letter is to identify the appropriate style of letter needed.

Acknowledgement letter = This letter is meant to thank the reader for something they did for you in the office.

Adjustment Letter = This letter should be used in response to a written complaint against someone or something. The purpose of it is to inform the reader that actions are being taken against the wrong doing as well as it serves as a legal document acknowledging the complaint.

Complaint Letter = The complaint letter is much like the adjustment letter except no wrong doing as taken place. Instead, this letter is just to let the reader know that an error as been found and needs to be corrected as soon as possible.

Introduction Letter= This type of letter is used to introduce your interest in a position, application, or opportunity. Frequently you send an introduction letter with a resume, application, or new appointment of a position.

Inquiry Letter = An inquiry letter is written as a request for a certain something or in response to a request made by someone. The object of the inquiry letter is to get the object or material requested in the letter.

Order Letter = Order letters are exactly as they sound, they are used to order material that is running low and will be needed soon. This type of letter is commonly known as a PO (purchase order). This letter is also a legal document showing a transaction between a business and a vendor.

Response Letter = A response letter is also exactly how it sounds. It is a letter written in response to another letter received by someone. The objective of this type of letter is to fulfill the request made by the person you are writing this letter to.

Formal Letter Format

Block Format

Return Address Line 1 1
Return Address Line 2
Date (Month Day, Year) 2
Mr./Mrs./Ms./Dr. Full name of recipient. 3
Title/Position of Recipient.
Company Name
Address Line 1
Address Line 2
Dear Ms./Mrs./Mr. Last Name: 4
Subject: Title of Subject 5
Body Paragraph 1
.
. . .
Body Paragraph 2
.
. . .
Body Paragraph 3
.
. . . 6
Closing (Sincerely...), 7
Signature 8
Your Name (Printed) 9
Your Title
Enclosures (2) 10
Typist Initials. 11

The block format is the simplest format; all of the writing is flush against the left margin.

Your Address 1

The return address of the sender so the recipient can easily find out where to send a reply to. Skip a line between your address and the date. (Not needed if the letter is printed on paper with the company letterhead already on it.)

Date 2

Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2003. Skip a line between the date and the inside address (some people skip 3 or 4 lines after the date).

Inside Address 3

The address of the person you are writing to along with the name of the recipient, their title and company name, if you are not sure who the letter should be addressed to either leave it blank, but try to put in a title, i.e. "Director of Human Resources". Skip a line between the date and the salutation.

Salutation 4

Dear Ms./Mrs./Mr. Last Name:, Dear Director of Department Name: or To Whom It May Concern: if recipient's name is unknown. **Note that there is a colon after the salutation.** Skip a line between the salutation and the subject line or body.

Subject Line (optional) 5

Makes it easier for the recipient to find out what the letter is about. Skip a line between the subject line and the body.

Body 6

The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip a line between the end of the body and the closing.

Closing 7

Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized. Skip 3-4 lines between the closing and the printed name, so that there is room for the signature.

Signature 8

Your signature will go in this section, usually signed in black or blue ink with a pen.

Printed Name 9

The printed version of your name, and if desired you can put your title or position on the line underneath it. Skip a line between the printed name and the enclosure.

Enclosure 10

If letter contains other document other than the letter itself your letter will include the word "Enclosure." If there is more than one you would type, "Enclosures (#)" with the # being the number of other documents enclosed, not including the letter itself.

Reference Initials 11

If someone other than yourself typed the letter you will include your initials in capital letters followed by the typist's initials in lower case in the following format; AG/gs or AG:gs.

The Assignment

Create a formal letter of introduction for position of employment. The job may be of your choosing. Remember to follow the guidelines above, answering all the pertinent questions that will establish you as the best candidate for the position.

Letters must follow the following **style procedures**:

- Typed and in 12 point Times New Roman or Calibri font.
 - It will likely be 1-2 pages long.
- **Single** spaced, except where noted above in format
- Standard margin pre-set
- You may use **FIRST PERSON** voice because this is a personal letter. The tone may be conversational, but it should be school appropriate and professional.
- Follow all normal rules of the conventions of writing: proper grammar, punctuation, and form
- Do **NOT** use contractions. This means you should write “will not” instead of “won’t” and “cannot” instead of “can’t”.
- Do **NOT** use Tweet, Text, or Posting jargon.

You will have Tuesday (9/11) and Wednesday (9/12)

- ✓ Find a job (suggestion-use *Monster.com*)
- ✓ Use and complete the attached graphic organizer to help you begin your writing process.
- ✓ Show Mrs. McCarthy your completed graphic organizer **PRIOR** to starting letter.
- ✓ Complete your formal letter of introduction
 - due end of the hour on Wednesday (9/12)

