

## LINE MASTER 3-6 ■ HOW TO WRITE A FORMAL LETTER

Formal letters are usually typed. When writing your own letter, try to make it look like this example. Take care to leave the right amount of space between each block of text.

2403 Main Avenue  
Ottawa, ON  
K1J 3G5

2 SPACES

April 23, 200X

6 SPACES

Joanne Srivastava  
Warranty Service Coordinator  
AceSound Technologies  
22 Industrial Park  
Brampton, ON  
L6T 1E0

2 SPACES

Dear Ms. Srivastava:

2 SPACES

I am returning an MP3 player (model #2AD1) made by your company for a replacement or a refund.

Please find it included in this package. After I had used it for three days, one of the buttons stopped working. I did not drop it or treat it badly in any way.

I am hoping that this defect is covered by the warranty, and that you will be able to replace it as soon as possible with a working player. Thank you for your assistance.

2 SPACES

Yours truly,

4 SPACES

*Andrew Fiddler*

Andrew Fiddler

Your address goes first.

Write out today's date in full.

Next, write the name, title (if you know it), and address of the person receiving the letter.

Begin your letter with "Dear." If you do not know the person's name, use "Dear Sir or Madam:"

Leave four spaces to sign your name in pen, and then type your name in full.