

Formal Letter *Graphic Organiser*

		Your name and title Your address
Their name and title Their address		
		Date
Salutation (Dear . . .)		
Opening Paragraph: State the problem		
Middle Paragraph: Give details, an explanation and evidence.		
Final Paragraph: Suggest a solution – what do you want to happen?		
Closing sentence		
Sign-off (Yours faithfully or Yours sincerely)		
Your handwritten signature		
Your name and title		

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