

Formální dopis

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Formal Letter

- In today's Internet- and email-driven society, the need to write a formal letter arises less often than in the past. However, it is still occasionally necessary to present a formal letter to obtain information, to apply for an academic program or a job, to write a complaint letter etc.

Useful Tips How to Write a Formal Letter

- Use the right tone
 - A business or formal letter should be written in a tone that is slightly more formal than your everyday language.
 - Avoid the following: slang or jargon; contractions such as *I'm*, *can't*, *it's*; and vague words such as *good* and *nice*.
 - Be polite and respectful, even if you are complaining.

Useful Tips How to Write a Formal Letter

- Proofread
 - Proofreading is so important. Once you have written your formal letter, check the grammar and spelling carefully.
 - Use the spell-checker on your computer and then read the letter over yourself as the spellchecker will not catch every error.
 - Use a dictionary or thesaurus, if necessary.

1. Heading

- Heading consists of the name and address of the person to whom you are writing.

You should try to address the formal letter to a specific person, but if you do not know his or her name, at least try to include his or her title.

- Don't forget to write the date of the letter.

E. g. : September 27, 2020

2. Salutation

- The most usual greeting is *Dear* followed by the person's name.
- If you don't know whether the person you are addressing is a man or a woman, you may begin with *Dear Sir or Madam*

2. Salutation

- *Ms.* may be used if you don't know the marital status of a woman.
- If the person has a specific title such as *Dr.*, make sure that you use it.
- Here are some examples of each salutation
 - *Dear Mr. Trunk,*
 - *Dear Ms. Root,*
 - *Dear Mrs. Branch,*
 - *Dear Dr. Acorn,*

3. Body - the main part of the letter

- Be concise - State the purpose of your formal letter in the first paragraph and don't veer from the subject.
- Try to avoid flowery language or long words.
- Keep the letter short and to the point.

4. Closing

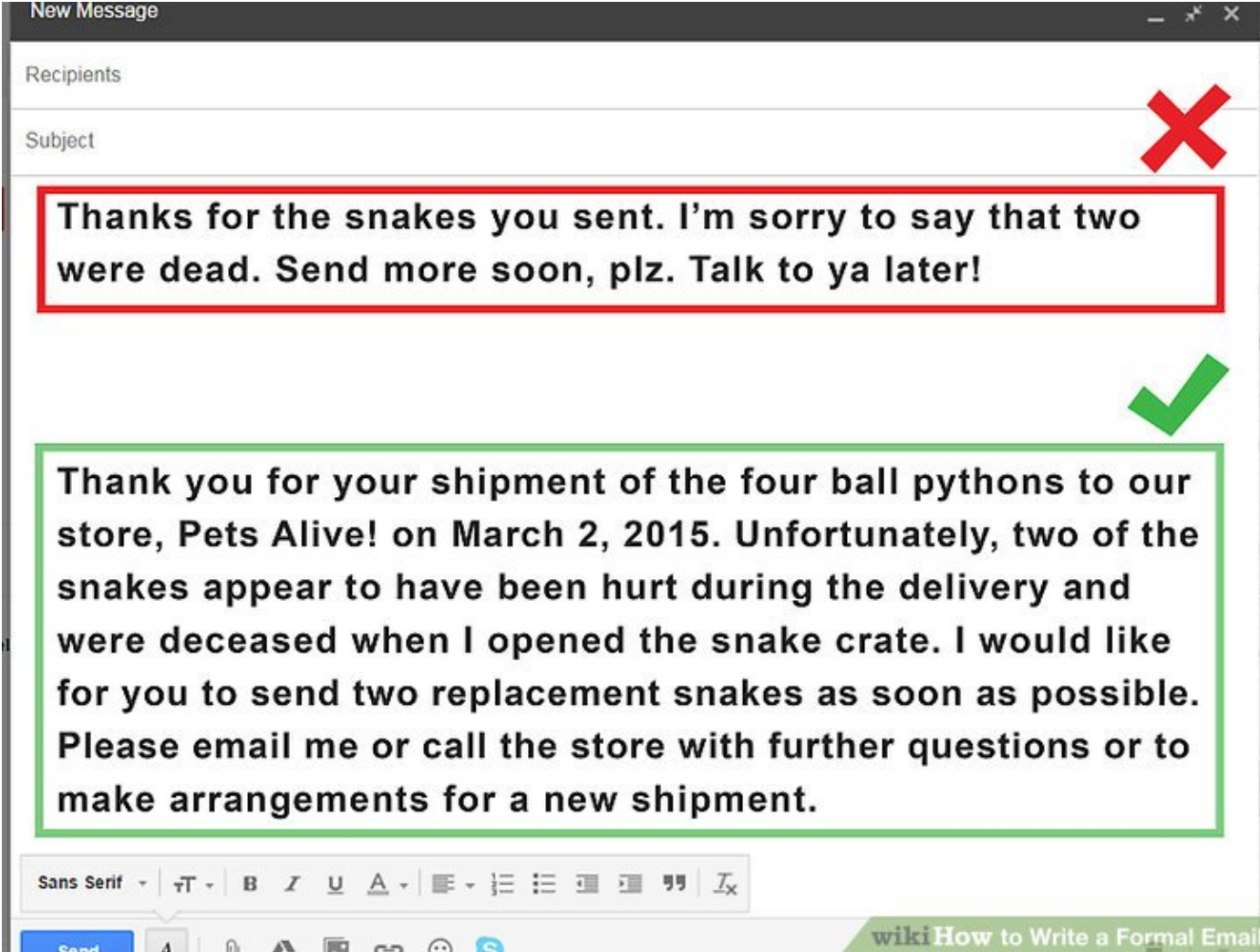
Here are some possible closings of a formal letter:

- All the best
- Best regards
- Best wishes
- Respectfully yours
- Sincerely
- Thank you
- Yours respectfully
- Yours sincerely
- Yours truly
- Yours faithfully

5. Signature

- Leave several lines after the closing and type your signature.
- Don't forget to sign the letter in ink.

Example how to write a formal email



New Message

Recipients

Subject

Thanks for the snakes you sent. I'm sorry to say that two were dead. Send more soon, plz. Talk to ya later!

Thank you for your shipment of the four ball pythons to our store, Pets Alive! on March 2, 2015. Unfortunately, two of the snakes appear to have been hurt during the delivery and were deceased when I opened the snake crate. I would like for you to send two replacement snakes as soon as possible. Please email me or call the store with further questions or to make arrangements for a new shipment.

Sans Serif | Font size | Bold | Italic | Underline | Text color | Background color | Bulleted list | Numbered list | Indent | Outdent | Link | Unlink

Send | Attach | Insert | Undo | Redo | Emoticon | Smiley

wikiHow to Write a Formal Email