



17 Brookfield Mount
Leeds
West Yorkshire
LS9 5LU

Put your address in the top right hand corner of the page, with today's date underneath.

31 May 2014

Dear _____

If you don't know the person's name, start the letter with '**Dear Sir, Dear Madam**', or '**Dear Sir or Madam**' and end with '**Yours faithfully**'.

Start by saying why you are writing, then follow with the details. It's a good idea to list the points you want to make before you start writing.

Yours faithfully
Robert Jones

Finish your letter by printing and signing your name at the bottom.

If you know the person's name use '**Yours sincerely**', if not use '**Yours faithfully**'.

