Formal writing and linking

Word mat: keep it on your desk.

Starting a letter

Dear Sir or Madam, Dear Mr / Ms ..., I am writing to ...

Giving a reason

The reason for this is ..., This is because ..., As a result ...

Adding points

Firstly, secondly, in addition, furthermore, finally

Ending

I look forward to hearing from you. Yours faithfully (if you do not know the name), Yours sincerely (if you do)

Sentence starters

- I would like to ask ...
- I am concerned about ...
- I would be grateful if you could ...
- In conclusion, ...

My own words

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