

Westwood Secondary School
ENGLISH LANGUAGE
SITUATIONAL WRITING FORMATS

INFORMAL LETTER	FORMAL LETTER	SPEECH	PROPOSAL/ REPORT	ARTICLE
Sender's Address	Sender's Address	<u>Title</u>	To: Name Designation	Title By (Full Name)
Date	Date	Introduction Good morning	From: Name Designation	Introduction Development Conclusion
Salutation	Recipient's Name Recipient's Designation Recipient's Address	Development Types of activities Reasons Paragraph -Topic Sentences	Date:	EMAIL
Introduction Development Conclusion	Salutation Dear Sir/ Madam (when you don't know the person) Dear Ms (Name) / Mr (Name) (when you know the person)	Conclusion Appropriate concluding remarks	<u>Subject</u>	
Complimentary Close Yours Sincerely Best Wishes Best Regards	<u>Subject</u> Purpose of Letter		Introduction Development Conclusion	To: email address
Signature	Introduction Development Conclusion		Signature Full Name	Date:
	Complimentary Close Yours Faithfully (when you don't know the person) Yours Sincerely (when you know the person)			Subject:
	Signature			Salutation Dear Sir/Madam Dear Ms/ Mr
	Full Name			Introduction Development Conclusion
				Complimentary Close e.g.Regards

@updated Aug 2022