



Formal writing

Two examples of formal writing are an email and a letter.

 **Email**
☰ □ ✕

 Send
 Spell check
 Add attachment
 Message priority
 Tools

To: goodcollege@gigglemail.co.uk

CC:

Subject: **Plumbing courses**

Format: Font Font Size Colour

Dear Sir or Madam

I am interested in your plumbing courses. Please can you send me details.

I look forward to hearing from you.

Yours faithfully

Amber James

Dear Ms Grey

I wish to check my council tax statement. I think I have been overcharged.

Could you ring me please to discuss this?

Yours sincerely

Amber James