



Making an Impact

Handout I

Format of a Letter

Your own address blocked against the right side / letterhead	ITO Focus P O Box 13150 Clubview 0014
Date also blocked against the right side	1 April 2003
The address of the recipient blocked against the left side	The Managing Director XYZ Organisation (Pty) Ltd P O Box 1234 Johannesburg 2000
Greeting	Dear Sir or Dear Martin or Dear Mr Modise
Topic line or subject heading	One phrase which is the focus of the letter
Introduction	Perhaps two sentences stating the purpose of the communication
Body of the letter <i>Remember to keep your style and tone according to the purpose and reference of the audience</i> Structure of paragraphs and sentences are important Check Grammar	Not less than two sentences per paragraph, each containing one main idea and some supporting ideas
Conclusion	Similar to the introduction. If there is a request or instruction be sure to emphasize it here
Complimentary close	Yours faithfully if you used Dear Sir at the top Your sincerely if you used Dear Martin or Mr Mabuthile Never 'Yours truly'
Your signature	
Your name	Your initial and name.
Your position in the company	Director, Head of Department