

Letter Format for Official Use

Department / Organisation Letterhead (1)

1 September XXXX (2)

Ms. Suzanne Terriane
International Communication Institute
Via delle Sette Chiese 142
00145 Rome , Italy (3)

REFERENCE: DPKO/UNPOL/04 (1): (4)

Dear Ms Terriane, (5)

Thank you for your kind letter inviting me to attend the seminar on Interviewing Techniques which will be held 16 September XXXX. Although I am sure that I would have greatly benefited from participating in such a seminar, I regret that I will be away on mission at that time. (6)

I appreciate this invitation very much and hope to have a similar opportunity in the near future.

Yours sincerely, (7)

Bouvier

Jean Bouvier (8)
Training Officer
UNPOL (9)

- 1. Letterhead** When writing letters for department or organization matters, use the official letterhead.
- 2. Date** The date should be written day, month, year (2 March 2014). Use cardinal numbers. Do not abbreviate the names of the months. Do not use commas.
- 3. Recipient** In the upper left or right corner, type *Mr./Ms./Mrs./Dr./Rank* and the recipient's full name. Under this, type their title, organisation, and address.
- 4. Reference** A reference number should be assigned to each piece of outgoing correspondence to facilitate retrieval. This number may consist of:
 - the initials of the office/section/unit that drafted the letter,
 - an indication of the year, and
 - a serial number in parenthesis.

NOTE: *Use of reference numbers can vary. If unsure, check with your supervisor to determine the system preferred in your Department or office.*

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5. **Salutation** Always begin a salutation with *Dear* [name], This is a sign of formality (not intimacy!) in English.
- For most letters**, use the following:
- **For men:** *Dear Mr. X*,
 - **For women :** *Dear Ms X*, (in most cases) OR *Dear Mrs. X*, (if you know she's married and prefers this)
- * Even if you know the reader well, do not use the first name in official letters.
- For impersonal letters** (rare)
When you do not know or cannot find the name of your reader, you may use the following:
- *Dear Sir or Madame*,
- For very formal letters - to an Ambassador**
Letters to an ambassador should use the following salutation:
- **For a man :** *Dear Mr. Ambassador*,
 - **For a woman :** *Dear Madame Ambassador*,
 - **For either a man or woman:** *Your Excellency*,
6. **Body Format** Identify paragraphs by indenting (click TAB at the beginning of the paragraph) AND by adding an extra line between paragraphs, or by adequate space between paragraphs.
7. **Closing** **For most letters** , you should use *Yours sincerely* or *Sincerely yours*
- For **impersonal letters** beginning '*Dear Sir or Madam*', close with *Yours Faithfully*,
 - For **extremely formal letters** beginning '*Dear Mr./Madame Ambassador*,' close with "*I remain*,
*Yours Sincerely,**
- *Please note the use of spacing and punctuation.
8. **Your Name & Signature** Several lines below the closing, type your full name. Remember to sign your letter before sending it.
9. **Your Job Title & Department** In the line immediately below your typed name, type your job title, Department and office/section/unit.