Naam afzender

Straat, huisnummer afzender

Postcode en plaats afzender

Land afzender

Telefoonnummer afzender

Emailadres afzender

Indien van toepassing Bedrijfsnaam ontvanger

Naam ontvanger of afdeling ontvanger

Straat en huisnummer ontvanger

Postcode en plaats ontvanger

Datum 10 January 2019

Dear Mr. (Naam),

The English letter has a standard format. In this letter we briefly outline the standard layout of the English letter.

At the very top on the right are the details of the sender of the letter. These are at least the name, the address, the zip code and the place of residence. When it concerns a company, the company name is mentioned. Below are the details of the recipient, again the name, the address and the zip code, place of residence. When the recipient is a company, the company name and the name or department of the recipient are listed.

The next part is the date. The month is written in full and with a capital letter. You start the letter with the salutation. In general, Dear- is followed by sir / madame and if known the name. The first paragraph is the introduction to the letter. Then follow the next paragraphs and conclude with the final paragraph.

After the contents of the letter, the greeting follows, generally "Yours sincerely" is used.

Yours sincerely,

Handtekening afzender

Naam afzender