

# Indeling formele brief Engels SE1 '23

your own address  
(no name!)

*Always start your letter using "dear" followed by the name of the person.*

Date (25 January 2009)

Name + address of the person/company you're writing to

*Dear Mr. Jones,  
Dear Mrs. Jones,*

*If you don't know the name use:  
Dear Sir/Madam,*

Dear ..... ,

1st paragraph. Introduce yourself and explain why you are writing this letter.

2nd paragraph

3rd paragraph etc.

Yours .... ,

*Yours sincerely, (if you used a name at the top of the letter)*

your name

*Yours faithfully (if you didn't use a name at the top of the letter.)*

# How to write a formal letter



the date

15 January 2022  
15th January, 2022  
January 15, 2022  
January 15th, 2022

Waldeck Pymonthlaan 9  
1075 BT Amsterdam  
The Netherlands

your address without  
your name

15 January 2022

School of English Ltd.  
30 St Helen's Road  
SWANSEA  
SA1 4AP  
United Kingdom

address of the  
addressee

Dear Sir/Madam,

your reason of writing

salutation

Dear Sir/Madam,  
Dear Mr ..., Mrs .....

I am writing you regarding the opening as English teacher you currently have available at your school. After reading the necessary information, I am convinced that we will be a perfect match.

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At auctor urna nunc id cursus metus aliquam eleifend. Leo urna molestie at elementum. Lacus laoreet non curabitur gravida arcu ac tortor. Arcu odio ut sem nulla. Ac turpis egestas maecenas pharetra. Mattis vulputate enim nulla aliquet porttitor lacus luctus accumsan. Nisi quis eleifend quam adipiscing vitae proin.

I look forward to hearing from you soon.

end with this!

Yours faithfully,

ending

Mr Henriquez

Dear Sir/Madam, → Yours faithfully,  
Dear Mr ..., Mrs ....., → Yours sincerely,



## Remember!

- Naam **bekend** => **Dear Mr. Williams,** => afsluiting **Yours sincerely,**
- Naam **onbekend** => **Dear Sir / Madam,** => afsluiting **Yours faithfully.**

Na de aanhef komt **altijd een komma, een witregel** en begin je de zinnen met een hoofdletter en eindig met een punt. (Zie voorbeeldbrief in Stepping Stones)

In een zakelijke e-mail schrijf je **woorden** en **getallen t/m 10** voluit.

**I am** → niet I'm

**I have got** → niet I've got

**five** → niet 5

**cannot** → niet can't

**will not** → niet won't

Gebruik **geen slang / chattaal / spreektaal** in een formele brief of e-mail. Woorden als **gonna, wanna, wicked, cops, CU, awesome, OK** zijn in formele taal **going to, want to, incredible, police officers, see you, amazing, okay**. Gebruik je woordenboek om een goed alternatief te vinden voor je woord!