

Zoomvliet College
Knipplein 11
4702 GN ROOSENDAAL
The Netherlands

11 October 2012

Sean Fairfax
12 Willow Drive
LONDON
UK
D8V 96B

Subject: *Format English Letter*

Dear Mr Fairfax

As requested in your letter of 2 October 2012, I hereby send you a format of a formal English letter.

As an English teacher, I have used this format many times. I have also uploaded this format on the internet so my students can download it. You are free to use it in your own classes.

I hope to have informed you sufficiently. If you have any questions, please do not hesitate to contact me on the following telephone number: +31 168 44 12 89, or e-mail: lc67@rocwb.nl.

Yours sincerely
ZOOMVLIET COLLEGE



Lee Croft
English Teacher

Encl. Format English letter