

ROC Mondriaan
School voor Retail
Waldorpstraat 41
2521 CA Den Haag
The Netherlands

25 March 2020

Sean Fairfax
12 Willow Drive
LONDON UK
D8V 96B

Subject: *Format English Letter*

Dear Mr Fairfax

As requested in your letter of 10 March 2020, 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: j.eijma@rocmondriaan.nl.

Yours sincerely

ROC Mondriaan
School voor Retail

Signature

J van Eyma
English Teacher

Encl. Format English letter