

Formal Letter Guide

The diagram illustrates the components of a formal letter, enclosed in a rectangular border. The components are as follows:

- Your Address:** Located at the top left, with an arrow pointing to three horizontal lines.
- Date:** Located below the address, with an arrow pointing to two horizontal lines.
- Name and address of company:** Located to the right of the date, with an arrow pointing to three horizontal lines.
- Greeting:** Located below the company address, with an arrow pointing to two horizontal lines.
- Content:** Located to the right of the greeting, with an arrow pointing to a large block of ten horizontal lines.
- Sign off:** Located below the content, with an arrow pointing to one horizontal line.
- Signature:** Located below the sign off, with an arrow pointing to one horizontal line.