

FORMAL LETTER

2 European Youth Parliament
Sophienstr. 28/29
101 78 Berlin
Germany

1 Kingsroad 1
101 11 Great Place
London CB10 1AT
Great Britain

3 15 October 2022

4 Dear Sir/ Madame

5 I recently found out about the upcoming conference Climate Emergency. As the issue of climate change is very important to me, I hope to get an invitation to attend the conference in December.

6 I am not a member of any political party or any other organization working actively with this issue. Instead, I try to influence people by participating in marches or writing letters and poetry.

I am hoping that this conference will give me a chance to learn about new ways of getting involved in the climate movement. Also, I would hope to get to know young people from other countries that aim for the same goal as I do. If we work together, perhaps we can make a difference.

I look forward to hearing from you and hopefully getting an opportunity to participate in the conference.

7 Yours faithfully,

8 *Sara Stevens*
Sara Stevens

1. Your address

2. **Address of recipient** Write the name and address of the person/ company/ organization you are writing to.

3. **The date** American English: October 15, 2020 or 10/15/20, British English: 15 October 2020 or 15/10/20. To write out the name of the month removes all uncertainties.

4. **Formal greetings** Dear Sir/Dear Madame, To whom it may concern (if you do not know the person's name), Dear Mr. McGee/ Dear Mrs. Robinson/ Dear M.s Scott (if you know the person's name), Don't use somebody's first name in a formal letter.

5. **Beginning** Begin by explaining why you are writing your letter.

6. **Layout and language** Give background information and write what it is you want. Divide the text into paragraphs and do not use contractions.

7. **Formal endings** Yours faithfully, /Yours sincerely, /Kind regards, etc.

8. **Your signature** Sign your letter and print or type your name underneath your signature.



WORD CHALLENGE



GRAMMAR WORK