

Writing file

Letters

Salutation

Dear Sirs

if you are writing to a company or organisation

Dear Sir / Madam

if you know the position, but not the name

Dear (name)

if you know the person's name

Common titles

Mr for men

Mrs for married women

Miss for unmarried women

Ms for women if you don't know, or prefer not to specify, marital status

Common abbreviations

Re. regarding

pp (on behalf of) when you sign the letter for someone else

encs. documents are enclosed with the letter

Endings

Yours sincerely

if you know the person's name

Yours faithfully

if you do not know the person's name

Sign the letter, then print your name and position under your signature.

FAR EASTERN AIRWAYS COMPANY LIMITED

Regent House, 5th Floor
12/16 Haymarket London W1V 5BX
Administration: 020 7285 9981
Reservations: 020 7564 0930
Fax: 020 7285 9984

15 February 2011

Mr Roberto García
Universal Imports
28 Whitechapel Court
London
E10 7NB

Dear Mr García

Re: Roxanna Garbey

Roxanna Garbey has been accepted for a position as Passenger Service Agent with Far Eastern Airways at Gatwick Airport.

In order for Roxanna to work at Gatwick, she must have a special pass which would permit her to visit high-security areas. She has given your name as a reference.

I would appreciate it if you could complete the enclosed form and return it to us as quickly as possible. She is due to start work with us on 15 March, but can only do so after we receive your reference.

Thank you for your cooperation. I enclose a stamped addressed envelope.

Yours sincerely



J. P. Dent
Personnel Manager

Press releases

The aim of a press release is to draw a forthcoming event to the attention of the people who choose what is reported in the media. For commercial events like product launches, public relations agencies are often used to ensure good coverage in the relevant sections of the media.

Note that it's important to provide a contact name and address for further information.

Press release

For: Business editors, national press; motoring press
Release date: 26 October
Subject: Revolutionary new car to be unveiled at Motor Show

After weeks of rumour and speculation, ITS will unveil their revolutionary new concept car at the Tokyo Motor Show on 3 November. The vehicle requires very small amounts of petrol and instead uses a combination of solar energy and hydrogen to power it. Massive public interest is expected in this vehicle of the future.

For more information, contact:
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