



Formal Letter Writing

When writing a formal letter to an authority making a proposal, you'll need to use formal phrases and write using a clear structure.

1. Greeting

Dear ...

Good morning/afternoon/evening ...

To whom it may concern,

2. Opening phrase that explains why you're writing

I am writing in connection with/to express/to complain about ...

I am writing to draw your attention to ...

I'm writing on behalf of ...

In regard to / regarding / further to ...

3. Body: provide details about the current situation and make a proposal

I believe / think / am interested in ...

At the moment / currently / as we speak ...

As a community, we would like ...

Many members of the local community / residents have commented that ...

I propose/ would like to establish ...

I would like to put forward a proposal that ...

This proposal would/intends to ...

The aims of my proposal are to ..

It is suggested/ highly recommended...

We have collected data/ surveyed people / gathered information

4. Discuss the impact of the proposal and benefits

It would be extremely advantageous to ...

We believe it's certainly possible / feasible / available / cost-effective / obtainable

If my proposal were implemented, we would see ...

If you took on my recommendations, I believe ...

I truly believe that my ideas will result in ...

5. Ending and signature

I await your reply

Thank you in advance

Thank you for your time.

I hope to hear from you soon / at your earliest convenience.

Yours sincerely/ faithfully / truly

Best/kind regards