GREETING	Dear Sir / Madam,
	Dear Mr./ Mrs., Ms., Miss,
INTRODUCTION	
INTRODUCTION/ OPENING	
PARAGRAPH	
MAIN PART	
(State what	
exactly	
happened)	
REQUEST	
FOR ACTION	
CONCLUSION/	
CLOSING	
PARAGRAPH	
	Yours faithfully, (when the letter starts Dear Sir/Madam)
ENDINGS	
	Yours sincerely, (when the letter starts Dear Mr/Mrs)