SEMI-FORMAL LETTERS.

WEEK 10 And 11.

Semi-formal letters are letters we write to our adult relations or adults of good social standing known to us. In other words, they are letters written to those who are seniors to us either in position or age. Semi –Formal letters.

Examples:

A letter to your uncle telling him about your wish to spend your next holiday with his family.

A letter to your aunt seeking her advice about whether you should marry now or later.

A letter to your father’s friend thanking him for the birthday gift he sent to you.

A letter to your uncle, who is also your sponsor, apologizing for your inability to do well in the previous examination and promising to work harder now for a brilliant result in the next examination.

A letter to your former Principal in your Junior secondary school, thanking him for the ideals he instilled in you through his leadership qualities and promising to stick to them.

FEATURES OF SEMI-FORMAL LETTERS.

1. Like the informal letter, Semi-Formal letter has only one address, that is , the address of the writer, written at the right hand corner of the writing sheet.
2. The writer’s name does not go above the writer’s address.
3. The date goes below the writer’s address, but there must be a space in between to separate the date from the address. The date must be written in full, e.g. 16th March, 2023. Avoid such dates as 16-3-2023 or 16/3/23.
4. The recipient’s address is not included.
5. The tone of the letter must show respect.
6. Avoid the use of jokes and slangs expressions.
7. The salutation should not be neither too formal nor informal. It must appreciate , depending on your relationship with the recipient. Examples : Dear Chief Okoro, Dear Mr Henry, Dear Uncle Victor, Dear Mrs Mabel, Dear Dr Victor, Dear Aunty Chioma, Dear Engr.Ifeanyi, Dear Mr and Mrs Aliyu etc.
8. The language must be formal, avoiding all forms of informal expressions such as I’m, you’ve and I’ll etc.
9. The body of the letter must be carefully organized, following smoothly from the first paragraph to the last.
10. The complimentary close is usually , “ Yours sincerely”.
11. Only the writer’s name is required, e.g. Emeka.