

Worksheet 12: A formal letter of agreement

1 Discuss these questions.

- 1 How often do you send letters in your job?
- 2 In which of these situations might you choose to send a formal letter rather than an email?

a job offer an agreement to purchase or provide a service a legal notice
 an official warning a notice of dismissal an invitation to a meeting

2 Read the formal letter on the next page and answer the questions.

- 1 What revised offer is Mike Dragon making?
- 2 Why has Mike decided to write a letter not an email?

3 Read the rules for writing formal letters, then find three mistakes in the letter.

- 1 The writer's name or company name and address goes at the top right of the letter or, if using letterhead paper, it is generally at the center top.
- 2 The recipient's full name, company name, and address go on the left side, below that of the writer.
- 3 The date goes below the recipient's address. It can be written with the number after the month, and with or without the ordinal, so *November 8th 2013* and *November 8, 2013* are both correct. However, the month should not be shortened, to *Nov.*, for example.
- 4 If you know the recipient's name, use *Mr.* or *Ms.* and the last name. Do not use their first name. Write *Dear Sir* or *Madam* when you don't know names.
- 5 If you write *Dear Sir* or *Madam*, use *Yours faithfully* at the end. If you use the recipient's name, use *Yours sincerely* before your signature, name, and job title.

4 Match the formal phrases in bold in the letter to these informal phrases.

- 1 but only if you agree to these suggestions of mine
- 2 until now
- 3 about that plan we agreed on
- 4 following on from that chat we had
- 5 a really big change
- 6 before we sign anything legally binding
- 7 I bet you already know this

5 Match the adjectives and adverbs 1–6 from the letter to their definitions (a–f).

- | | |
|----------------|-----------------------------------|
| 1 exclusive | a first |
| 2 initial | b helpful |
| 3 viable | c for both |
| 4 considerable | d limited to one person / company |
| 5 mutually | e possible |
| 6 beneficial | f a lot |

6 Read the information from a meeting. Write Frank's revised letter of agreement to Sophie.

Meeting between Frank Field (manager, Amazing Websites, Hill Road, Lowestoft)
and Sophie Lawes (owner, Play Toys, 4 Eden Drive, Totnes)

Agreements made to give Sophie exclusive right to trade toys on Amazing Websites.

Agreed 5% commission on Sophie's sales.

Amazing Websites now wishes to raise this to 7% due to unforeseen difficulties with costs.

Write and explain this to Sophie.

Wizard Bookstores

Workshop Estate, Orlando, FL 32801

Ms. Catherine Hill
Coffee Shakers
17 Concord Street
Orlando

Feb 12th 2014

Dear Ms. Cathy Hill,

With regards to our discussions last week **relating to an arrangement** to open exclusive outlets of your coffee shops in our bookstores, I am writing to confirm that we would like to accept your initial offer, **subject to the following terms and conditions.**

As you may be aware, ground rents for business premises have risen sharply in recent months. Consequently, and **further to our conversation** on the 28th of last month, we feel that we would need to charge a monthly rent on your coffee shops 10 percent higher than has been suggested **thus far**, in order to make the arrangement financially viable for us. Your agreement to this would need to be confirmed in writing **prior to going to contract.**

We are aware that this is **a considerable amendment** to our original spoken agreement. However, we believe that this arrangement continues to be mutually beneficial for both our companies.

We sincerely hope that this new offer is acceptable, and we look forward to hearing your response.

Yours faithfully,

M J Dragon

Mike Dragon
Managing Director

I CAN

write a formal letter of agreement

outline a letter correctly

use formal fixed expressions