07 A formal E-mail/ Letter

When we write a formal E-mail or letter, we should:

- ***begin with a greeting*** (Dear Taylor, Dear Mrs. Smith, Dear Sir,/ Madam….)
- ***thank the recipient*** (Thank you for contacting me/ Thank you for your prompt reply/…….)
- ***state your purpose*** (I am writing to enquire about…/ I am writing to inform you that….)
- ***add your closing remarks*** (Thank you for your consideration/ If you have any questions, please don't hesitate to let me know. I am looking forward to hearing from you….)
- ***end with a closing*** (Best regards/ Sincerely/ Faithfully…..)

A sample to follow

Dear Sir/ Madam,

Thank you for your prompt reply. Well, I am writing this E-mail/ letter to talk about…/ to inform you about…/ to complain about…./ to apologize for…….

I am looking forward to hearing from you,

Yours faithfully,

Topic **Emigration of skilled people to other countries is a problem in Morocco. Write an E-mail to the editor of this website www.hotissues.ma in which you talk about the reasons, effects and suggest some ways to eradicate this problem.**

Dear Sir,

I am writing this E-mail to talk about Brain drain. It's really a phenomenon that many under-developed countries suffer from.

Hundreds of genius people leave their homelands towards other countries, usually more developed and technologically advanced for many reasons. There are some factors that make these people leave their origin countries; for example, they want to search for better jobs, make more money, finish their higher education, have new experiences and further knowledge, and most importantly to boost their working and living conditions.

Other highly skilled people quit their origins because they run away from wars, conflicts, diseases, poverty, natural disasters and political instability. These factors push these geniuses to wave goodbye to their homelands. Of course, the grass is not always greener on the other side of the river. Most of them would suffer from racial discrimination, nostalgia, homesickness, family instability and what is worse is that their children may forget about their own culture and language.

To me, to put an end to this issue, the government should offer good jobs to these people, give them tempting salaries, create good working conditions, and reward those who come back to their origin countries. I hope that I shed some light on the topic and I will further send you another article about the consequences of this issue on their homelands next week.

I am looking forward to hearing from you soon,

Yours faithfully,

PRACTICE **Write an E-mail to the manager of a restaurant, complaining about the terrible service you had last night.**