

## Formal Letters/Emails – Recommending

# Writing

■ Letters/Emails of recommendation are written to recommend a person for a post, a prize or a nomination or a place for an event to be held, etc. ■ These letters/emails usually contain descriptive techniques: e.g. if you recommend a person, you need to refer to qualities they possess relating to the topic and give examples or justifications. ■ When we recommend a place, we need to describe the facilities/services/décor/prices/staff etc.

### General outline for letters/emails of recommendation

greeting

Dear Mr Jones,  
Dear Sir/Madam,

Paragraph 1

reason(s) for  
writing

Paragraphs 2,3

recommendation  
(qualities/features &  
examples/justifications)

Paragraph 4

summary of  
points, closing  
remarks

sign off

Yours sincerely,  
Yours faithfully, +  
(your full name)