

	<b>Formal Tone</b>	<b>Semi-Formal Tone</b>	<b>Informal Tone</b>
<b>Lexical Points</b>	<ul style="list-style-type: none"> <li>- Never use contractions. Instead, spell out the two words (<i>cannot</i>, rather than <i>can't</i>)</li> <li>- Avoid colloquialisms, idioms, and slang (i.e, do not use "Hey!" or "What's up?")</li> </ul>	<ul style="list-style-type: none"> <li>-Contractions and slang should still be avoided in this type of letter. In general, it would be best to adhere towards a formal tone, but you can add personal touches (i.e, <i>How are you?</i>).</li> </ul>	<ul style="list-style-type: none"> <li>- Contractions, colloquialisms, and idioms are acceptable. (i.e, <i>Hi there, how are you doing?</i>).</li> </ul>
<b>Voice</b>	<ul style="list-style-type: none"> <li>- The passive voice is an excellent option, as it appears more professional and polished (<i>The project will be finished by tomorrow</i>, rather than <i>I will finish the project by tomorrow</i>). The conditional grammatical form is also common in this tone (<i>I would like</i> instead of <i>I want</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- The main point to make regarding the voice of the letter is that it should be polite, rather than overly professional. Therefore, both active and passive voices can be used.</li> </ul>	<ul style="list-style-type: none"> <li>-The active voice is most commonly used with this tone, as it does not require writers to sound more professional.</li> </ul>
<b>Example Phrase</b>	<i>"I would like to request your presence at our annual fundraiser. I sincerely hope that you will be able to join us."</i>	<i>"It has been a few months since we last spoke. I hope this letter finds you well."</i>	<i>"I've been thinking about you for a while and just wanted to touch base and say hello!"</i>
<b>Common Greetings</b> <i>(Note, the ways in which you should address the letter will be included in the writing prompt)</i>	To whom it may concern – Dear Sir or Madam	Dear _____,	Dear _____,
<b>Common Farewells</b>	Yours faithfully - Gratefully yours – Thanking you kindly – Your loyal customer	Yours faithfully - Thanking you in advance – Thank you for understanding – Best – Best Regards – Regards	Your friend – Love – Hope to speak to you soon – Hope to see you soon – Keep in touch! – All the best

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