

EMAIL

Email (Formal)

To	name@email.com
Subject	(Subject)
Date	1 January 2010
Salutations (Title + Surname)	Dear Miss Lim,
(Content)	(Content)
Closing Name Department Organisation	Yours sincerely, Jane Lee Secondary 4E4 X Secondary School

Email (Informal)

To	name@email.com
Subject	(Subject)
Date	1 January 2010
Salutations (Given Name)	Dear Bob,
(Content)	(Content)
Closing Name	Yours lovingly, Jane Lee

LETTER

Letter (Formal - Internal)

Recipient Title + Full Name Recipient Designation	Mrs Lim Kek Sim Principal
Date:	1 January 2010
Salutations (Title + Surname)	Dear Mrs Lim,
Title (with underline)	<u>(Title)</u>
(Content)	(Content)
Closing Name Signature Designation Department	Yours sincerely, Jane Lee <i>jane lee</i> Monitor Secondary 4A

Letter (Formal - External)

Address	123 X Road Singapore 123456
Recipient Title + Full Name Recipient Designation Recipient Organisation Recipient Address	Ms Lim Chin Chye Manager XYZ Company 987 Y Drive Singapore 987654
Date:	1 January 2010
Salutations (Title + Surname)	Dear Ms Lim
Title	<u>(Title)</u>
(Content)	(Content)
Closing Name Signature Designation Department Organisation	Yours sincerely, Jane Lee <i>jane lee</i> Monitor Secondary 4E4 X Secondary School

Letter (Informal)

Address	123 X Road Singapore 123456
Date	1 January 2010
Salutations	Dear (Name)
Contractions	How are you? ...
(Content)	(Content)
Closing Signature	Yours lovingly, <i>jane lee</i>

REPORT

Report (Formal - Internal)

To: Receptient's Title + Name Receptient's Designation	Ms Lim Kek Sim Principal
From: Name Department	Jane Lee Secondary 4E4
Date:	1 January 2010
Title:	<u>(Title)</u>
(Content)	(Content)
Signature	<i>jane lee</i>

Report (Formal - External)

To: R Title + Name R Designation R Organisation R Address	Ms Lim Chin Chye Manager XYZ Company 987 Y Drive Singapore 987654
From: S Name S Designation S Department S Organisation S Address	Jane Lee Monitor Secondary 4E4 X Secondary School 123 X Road Singapore 123456
Date:	1 January 2010
Title:	(Title)
(Content)	(Content)
Signature	<i>jane lee</i>

BROCHURE

Heading	<u>Heading</u>
Sub-Heading (Content)	Sub-heading (Content)

NEWS REPORT / ARTICLE

Headline	<u>Headline</u>
Email Name	janelee@news.com Jane Lee
(Content)	(Content)