**Formal Letter**

(formalno pismo)

**1)   OSLOVLJAVANJE**

Koristite formalne pozdrave:

–       Dear Sir / Madam

–       Dear Sirs

–       Dear Mr / Ms / Mrs / Miss **+ prezime** (nikako nemojte pisati ime)

**2)   UVOD**

Koristite sledeće fraze koje se odnose na npr. objavljen oglas na koji se javljate, odnosno navedite **razlog** **zbog kojeg pišete pismo**:

–       I am writing with regard to…

–       I saw your advertisement in…and I was interested in…

–       I am writing to ask if you could inform me about…

–       I was interested in your advertisement published in…

–       I would appreciate some further information about…

**3)**  **Tekst pisma** (preporučuje se da u ovom delu ima od jednog do tri pasusa):

Ne zaboravite da koristite sledeće reči ili fraze kao uvod u ovaj deo:

–       Firstly, first of all, to begin / start with, secondly, furthermore, also, in addition, what is more, apart from that, finally…

Nemojte prečesto koristiti direktna pitanja;  učtivije je umesto toga koristiti pitanja kao što su:

–       I would like to know / ask…

–       Could / would you please inform me / let me know…?

–       I would be grateful if you could tell me…

–       I would be interested in knowing…

**4)   ZAKLJUČAK**

Koristite uobičajene fraze za kraj poslovne prepiske:

–       I would be grateful if you would / could reply as soon as possible.

–       Thank you for your time and assistance.

–       I would like to thank you in advance.

–       I look forward to hearing from you soon.

**5)   POTPIS**

Uobičajene fraze za kraj poslovnog pisma su:

–       **Yours faithfully** (kada **ne znamo** ime osobe kojoj pišemo pismo)

–       **Yours sincerely** (kada **znamo** ime osobe kojoj pišemo pismo)

**Na kraju pisma se obavezno potpišite,**a ispod potpisa otkucajte i puno ime i prezime, i ukoliko je potrebno i funkciju ili zvanje.