

CAN YOU... write a letter?

Pour écrire une lettre, il faut :

- définir clairement l'objectif et le contenu de la lettre ;
- prendre en compte son destinataire pour adopter le ton approprié ;
- respecter une certaine forme, une disposition des différents éléments sur la page.

1. Observons

BUSINESS / FORMAL LETTERS	FRIENDLY / PERSONAL LETTERS
<p>123, Main St. West Newfield CT 06123</p> <p>July 23, 2002</p> <p>Belmont Wheelworks 480 Trapelo Road Belmont, MA 02478 Tel 617 489 3577</p> <p>Dear Sir or Madam,</p> <p>I am writing to tell you about the latest challenge I have taken on and to ask you for your help.</p> <p>On Sunday, September 1st, I will compete in The Monster Challenge: TriBoston, the first premier triathlon to be held in Boston. In addition to committing my time and spirit to training for this event, I have committed to raising money for the AIDS Action Committee.</p> <p>More than 40,000 people are diagnosed with HIV each year, with 20,000 of those new infections occurring in our young people under the age of 25. The AIDS Action Committee provides free, high quality direct care services to people living with HIV and AIDS, education and prevention programs and public advocacy.</p> <p>My goal is to raise \$750 (or more). Please help me reach this goal. Thank you for supporting me in my latest challenge.</p> <p>Yours truly, John Smith John M. Smith</p>	<p>123, Main St. West Newfield CT 06123</p> <p>July 23, 2002</p> <p>Hi Joe!</p> <p>Are you ready for this one? I am going to do a triathlon! Yep, that's right, swim, bike AND run! I'm taking The Monster Challenge: TriBoston! This is Boston first premier triathlon.</p> <p>The triathlon is not the only challenge I am up against. I made a commitment to raise money for the AIDS Action Committee of Massachusetts. More than 40,000 people are diagnosed with HIV every year, with 20,000 of those new infections occurring in people under the age of 25. That's 50%!</p> <p>AIDS Action has been caring for people with HIV and AIDS and fighting to end the epidemic for 18 years. It is the oldest and largest AIDS service organization in New England.</p> <p>"How much can I give?" you must be thinking. I need to raise at least 750 US dollars to be successful in my challenge. Your generosity is greatly appreciated!</p> <p>All the best, John</p>

Début (formel)	Début (Informel)
Dear Sir / Dear Madam, Dear Mr Jones / Dear Mrs Smith Dear Editor,	Hello, Hi! Dear Mark, My dear Mark, Dear all, My darling Julie,
Commencer une lettre (formel)	Commencer une lettre (informelle)
I am... I am writing to express my worries / my hopes / my concern about... I wish to draw your attention to...	Sorry for answering so late, but I... It's such a long time since we've been in touch, that I felt I must write to say hello. I'm writing to tell you... After all this time, I thought I would drop a line. <i>If you don't know the person you're writing to:</i> I'm... I'm sending you this letter because...
Prendre congé (formel)	Prendre congé (informel)
I'm looking forward to your answer. Please contact me if you need any further details.	I've got to go now. That's all for now. I'm looking forward to seeing you soon / to hearing from you soon.
Conclure (très formel)	Conclure (informel)
Yours truly, Yours faithfully, Sincerely yours,	Best wishes (<i>un peu formel</i>) Love (<i>familier</i>) Lots of love from... (<i>plus affectueux</i>)
SIGNATURE	