

# 5.20 Letter Writing

## 1. Guidelines on Letter Writing

1. Students are not allowed to send any letter unless the programme has been approved.
2. Letterhead
  - Student organisation letterhead is to be used for internal correspondence and external correspondence with the provision “through relevant authority” as stated in the Table below.
  - The letterhead is used for the first page of the letter only.
  - Authorised Signatories

DIGNITORIES	SIGNATORIES	THROUGH
<ul style="list-style-type: none"><li>◦ Royalties</li><li>◦ Prime Minister</li><li>◦ Head of States</li><li>◦ Deputy Prime Minister</li><li>◦ Chief Ministers</li><li>◦ Minister</li><li>◦ Ambassadors</li><li>◦ President of IIUM</li></ul>	Rector	
<ul style="list-style-type: none"><li>◦ Deputy Minister</li><li>◦ Deputy Chief Minister</li><li>◦ Deputy Vice Chancellor of a university</li><li>◦ State or General Secretary of the Ministry</li></ul>	Director/Dean of Kulliyah	Deputy Rector (SA)
<ul style="list-style-type: none"><li>◦ Deputy General Secretary of the Ministry</li><li>◦ Rector</li><li>◦ Director General or the Deputy Director General of a government department</li><li>◦ Dean of Kulliyah</li></ul>	Director/Dean of Kulliyah	

Middle-rank Government officials	Deputy Director/Deputy Dean/ Principal	
Press	Director in charge public relations Office	
<ul style="list-style-type: none"> <li>◦ Director</li> <li>◦ Principal</li> <li>◦ Deputy Director</li> <li>◦ Deputy Dean</li> </ul>	OIC or advisor	

\* Check the contents of the letter with the OIC before approval.

\* Checklist form must be attached with the letter.

## 2. Format of Official Letters

1. Reference Number / Date (Use appropriate file reference);
2. Addressee / Recipient (Verify spellings of name, title, designation and address of the receiver);
3. Salutation / Greetings;
4. Greet with salam whenever appropriate; and
5. Use the right salutation such as:
  - Dear Sir,
  - Dear Ms,
  - Dear Madam,
  - Dear Miss,
  - Y.Bhg Datuk Seri,
  - Y.Bhg Dato' Sri,
  - Yang Amat Berhormat,
  - Yang Berhormat,
  - Your Excellency
6. Topic of the letter (Write the topic of the letter in bold using CAPITAL LETTERS as a brief description of the purpose of the letter)
7. Content
  - The content of the letter must be brief and precise. Use simple sentences and avoid bombastic words.
  - For letters of invitation, state the purpose of the programme.
  - Details of the programme such as the venue, topic of the talk, time and date.
  - End the letter with a brief of concluding remark, which is normally to appreciate the cooperation or attention given by the receiver.
8. Signature, name and designation of the sender
  - Write the name of the sender who signs the letter in bold using CAPITAL

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- Write down the designation of the sender. If the committee who is supposed to sign the letter is not available, another committee can sign it and write his or her own name on behalf of the actual committee.

### 3. Font, Spacing and alignment

- Leave a space of one inch on both left and right margins.
- Use 1.0 line spacing (single spacing).
- Use font size 12.
- Align your paragraph in justified form.

### 4. Check the content, format and grammar of the letter with the advisor or the OIC before sending it to the receiver.

### 5. Sample of letter

- Please refer Appendix F

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