

# Letter to the editor

## 1 Layout

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| <b>10 June 200...</b>                                |
| <b>Sir or Madam</b> – I refer to your report on..... |
| .....  |
| <b>Michael King, New York</b>                        |

## 2 Useful phrases

- *I refer to you report/article on global warming in today's/yesterday's/last week's edition of The New York Times. I quite agree...*
- *I would like to draw the attention of your readers ...*
- *With reference to the article on airline travel (The Guardian, April 29) I would like to point out that....*
- *I entirely (dis-)agree with Bridget Smith (The Observer, July 2) when she claims that...*
- *I am writing about the article on fuel prices which appeared in last night's paper.*
- *I am writing with reference to the article you published in last week's issue.*
- *In "New Year's Eve" (The Rural Life, Feb. 27), Dominic Evans writes that he...*
- *As a longtime reader and an occasional contributor of letters, I was distressed to read...*
- *I have just read your article on unemployment benefit ( Aug. 12) and I feel I must...*
- *You raised some issues which I feel strongly about.*
- *I am sure readers will agree with me when I say that...*
- *At the start of your article, you seem to claim that...*

