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serious rather than relaxed and friendly and is used especially in official situations he wrote a very formal letter of apology to douglas business relationships are necessarily a bit more formal synonyms serious stiff detached aloof more synonyms of formal c1 public or official formal procedures a formal announcement in appearance or by name only i am the formal leader of the project but the everyday management is in the hands of my assistant fewer examples they wanted to make a formal complaint about their doctor the us lodged a formal protest against the arrest of the foreign reporters 'fɔːrml of a style of dress speech writing behaviour etc very correct and suitable for official or important occasions ladies in formal evening wear the dinner was a formal affair he kept the tone of the letter formal and businesslike his manner was stiffly formal opposite informal extra examples topics clothes and fashion a2 adjective being in accord with established forms and conventions and requirements as e g of formal dress pay one s formal respects formal dress a formal ball the requirement was only formal and often ignored a formal education synonyms conventional definition of formal 1 as in ceremonial following or agreeing with established form custom or rules a formal meeting of the board of directors a formal contract that was legally binding synonyms similar words relevance ceremonial ceremonious conventional official regular orthodox proper routine correct polite decorous adjective 'fɔːrml of a style of dress speech writing behavior etc very correct and suitable for official or important occasions formal evening wear the dinner was very formal he kept the tone of the letter formal and businesslike she has a very formal manner which can seem unfriendly opposite informal want to learn more used about clothes language and behaviour that are serious and not friendly or relaxed a formal dinner party fewer examples formal dress british people are often perceived as being very formal he sounded very formal she spoke in a very formal manner the dinner was a formal affair formal adjective official public or official a formal letter is a type of written communication that sticks to a set structure and tone it includes specific elements like the sender s and recipient s addresses a formal greeting and a closing statement formal letters are often used for job applications official complaints or business inquiries 1 a relating to or involving outward form or structure often in contrast to content or meaning b being or relating to essential form or constitution a formal principle 2 following or being in accord with accepted or prescribed forms conventions or regulations had little formal education went to a formal party 3 a letter writing how to format a formal letter with examples download article a step by step guide to writing a traditional block style and ams letter co authored by shannon o brien ma edm and aly rusciano last updated january 26 2024 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