

A Guide to Writing Letters

Whatever letter you are asked to write, think carefully about the purpose of the letter and who it is for. You might be writing a letter to persuade, or to give someone some directions, or to tell someone about your holiday. There are lots of other reasons that you could be asked to write a letter. These are just examples.

When you are asked to write a letter you will have to decide if it is a formal letter or an informal letter. A formal letter is the type of letter you write to people that you don't know very well. You would use a formal letter to make a complaint or apply for a job etc. An informal letter is the type of letter you would write to close friends or family. A formal letter will need formal language. Ask a teacher if you aren't sure what that means.

Things to remember in a letter (in this order):

- ✓ The address of the person who is sending the letter. (This should be on the right hand side of the page)

Miss a line

- ✓ The date. (Underneath the sender's address)

Miss a line

- ✓ IF IT IS A FORMAL LETTER, the receiver's address. (The person who you are sending the letter to.) (This should be on the left hand side.)

Miss a line.

- ✓ Greeting. This is normally 'Dear _____,' but for a formal letter you might use 'To whom it may concern' or 'Dear Sir/Madam' if you aren't sure who is going to read your letter. In an informal letter, you could use 'Hi mate' or a similar friendly greeting.
- ✓ First paragraph. This should tell the receiver of the letter why you are writing to them.
- ✓ More paragraphs. (Remember to miss a line in between each paragraph.)
- ✓ Conclusion or summing up. (End paragraph.)
- ✓ Signing off. For an informal letter:

**Lots of love,
See you soon,
All the best,**

or something similar. For a formal letter:

If you know the persons name (e.g. Dear Mrs. Bloggs),

Yours Sincerely,

If you don't know the persons name (e.g. Dear Sir/Madam),

Yours Faithfully,

Then sign your name. (Remember to print your name too if it is a formal letter.)