

How to write a letter

- Writing a letter can be easy if you follow a few simple rules.
- Take your time and think carefully about **WHO** you are writing to.



Starting off.....

- Correct addresses: **YOUR** address (right)
- **Their** address (left - but only if it is an official letter, not personal)
- Date
- Dear Sir or Madam (*or their actual name...Jim, Anne,Mr.Jones, Miss.Peters, etc..*)
- Indent the first word under ‘Madam’

1st paragraph....

- *Why* are you writing to them... *"I am writing to you to because....."*
- Explain who **YOU** are....
- Be polite! *"I hope you don't mind me writing to you but I had tell you about.."*
- Be strong (If it is a letter of complaint)
eg. *"I must inform you that I am not happy with...."*

2nd paragraph.....

This is the MAIN section of your letter

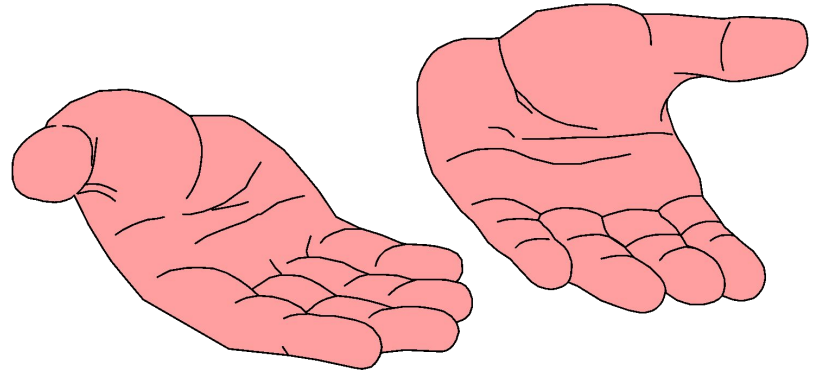
- You can have more than one paragraph
- If it is a persuasive letter, then take 1 or 2 points of persuasion for each paragraph
- Don't make one enormous paragraph- it looks boring!
- Use connectives (firstly, secondly, next,...)
- State each point, then back it up eg. *I believe Italy will win the World Cup because they have extreme talent and have greater fitness.*

2nd paragraph....cont.

- Offer your own opinion on things. eg. *I firmly believe that custard is the finest food because it is smooth yet refined*
- Use any planning sheet you have to tick off each point you are making.
- Use facts to back up your arguments eg. *In a recent school survey, 94% of boys would like **Kylie** as their girlfriend.*

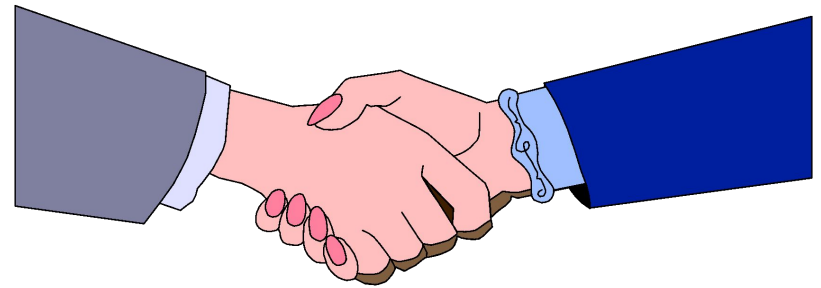
Last paragraph.....

- This is a concluding paragraph eg. *To sum up, I would say that...*
- Give an overall view of the letter. eg. *What I am trying to say to you is that I would dearly love you to come and stay with us.*



Signing off.....

- If you know them personally - Yours sincerely
- If you don't know them - Yours faithfully
- RE-READ YOUR WHOLE LETTER!!!!



The end