

Letters

Informal
(Letters to friends
and family)

Always remember
to make a plan about
what you want
to say and....



- Write your **name, address and date** in the **top right hand corner**.
- Start your letter with '**Dear**' and their **name**.
- Use your first paragraph to ask how they are and give the reason for your letter.
- Write about what you've been doing as if you were **talking to that person** (approximately 3 paragraphs).
- End your letter with **a friendly comment**, such as 'lots of love'.
- Finish with your name.

Don't forget that all letters need punctuation too!
Remember to vary your sentences and VCOP!

Letters

Formal

(Letters to people you don't know,
E.g. letters of complaint, advice or
giving information)



Always remember to make a plan
about what you want to say and...

- Write your **name, address and date** in the **top right hand corner**.
- Start your letter with **'Dear Sir or Madam'**.
- Use **formal English** (your posh/ snotty voice).
- Say clearly why you are writing the letter in your opening paragraph, eg. **I am writing to you to complain about ...**
- Start a new paragraph for each new point. Think about who will be affected, how they will be affected and ensure you have a concluding paragraph (approximately 3 paragraphs).
- End your letter with **'Yours sincerely'**, if you know their name and **'Yours faithfully'** if you don't.
- Finish with your name.

Don't forget that all letters need punctuation too!
Remember to vary your sentences and VCOP!