

writing letters



Did you send a letter back to the person who wrote to you?

I've never had a letter. Why do people write letters?

We often see postmen and women delivering letters.

People write letters for all sorts of reasons.

To share their news with someone else.

To say thank you for something.

To say sorry for doing something wrong.

To keep in touch with someone who lives far away.

To say well done or congratulations.

Here are some more reasons people write letters.

To ask someone for information.

To complain about something.

To make an appointment.

To arrange something.

What kind of letters come through your letter box? Where do they come from? Do you know?

Letters that have a bill inside?

Birthday cards with a letter inside?

Letters from friends or family?

First you have to decide **who** you want to write a letter to.

Then you have to decide **what** you want to say.

How do you write a letter?

After that, you need to know how to write it on your page!

First you write your **address** here.

10 Marton Road
Market Upping
Staffordshire
ST13 5JQ

Next you write the **date** here.

10 Marton Road
Market Upping
Staffordshire
ST13 5JQ
August 10th

After that you write 'Dear' and the name of the person you are writing to. That's called the **greeting**.

Dear Alex,

That's me!
I'm Alex.

10 Marton Road
Market Upping
Staffordshire
ST13 5JQ
August 10th

Then you start your **message** on a new line.

Dear Alex,

Thank you for sending me those beautiful flowers. They smell lovely and they have really cheered me up. I can't feel much better today and I think I might be able to go back to work soon. I'll let you know when you can come to visit me.

10 Marton Road
Market Upping
Staffordshire
ST13 5JQ
August 10th

Finish off here.

Dear Alex,

Thank you for sending me those beautiful flowers. They smell lovely and they have really cheered me up. I can't feel much better today and I think I might be able to go back to work soon. I'll let you know when you can come to visit me.

From your friend,

10 Marton Road
Market Upping
Staffordshire
ST13 5JQ
August 10th

Don't forget to **sign your name** at the bottom.

Dear Alex,

Thank you for sending me those beautiful flowers. They smell lovely and they have really cheered me up. I can't feel much better today and I think I might be able to go back to work soon. I'll let you know when you can come to visit me.

From your friend,

Mrs Postie

10 Marton Road
Market Upping
Staffordshire
ST13 5JQ
August 10th

Then you pop it into an envelope and put the name and address of the person you want me to take it to on the front. Remember to stick a stamp on and if I can't read the writing it won't get there!

Alex Pickle
6 The Pickle Jar
Market Upping
Staffordshire
ST13 5JQ

Remember address, greeting, message, sign off and send address, greeting, message, sign off and send

- Letters of congratulation
- Exchanging news
- Writing to friends
- Letters saying sorry for doing something wrong
- Making appointments
- Asking for information
- Dealing with banks or stores
- Letters to family members who live some way away
- Letters to Santa Claus
- Thank you letters
- Letters showing how much you appreciate someone
- Letters responding to someone who has had bad news — showing how much you care by trying to share their sadness
- Letters of complaint
- Letters to newspapers and magazines