

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)
- Date
- Dear Sir or Madam (*or their actual name...Jim, Anne,Mr.Jones, Miss.Peters, etc..*)

1st paragraph....

- *Why are you writing to them...“I am writing to you because.....”*
- Explain who **YOU** are....
- Be polite!

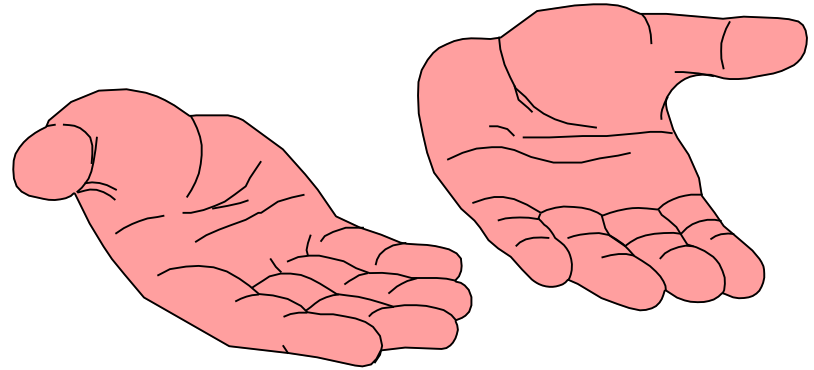
2nd paragraph.....

This is the MAIN section of your letter

- You can have more than one paragraph
- Don't make one enormous paragraph- it looks boring!
- Now write about how the hard work of the health workers have helped the society in fighting the corona virus
- Use connectives (firstly, secondly, next,...)

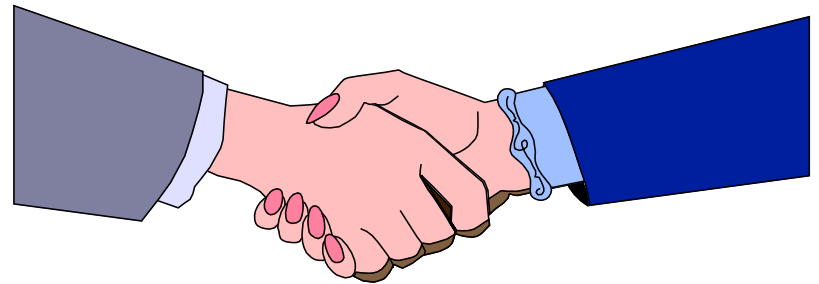
Last paragraph.....

- 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 am extremely grateful that you are helping us by looking after the people who are sick from the virus.*



Signing off.....

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



The end