

Letter Writing: Send a Message!

Grab your pen and paper—let's send a message across the world!

- The sender's address should be placed in the top right-hand corner of your letter so the recipient knows where to send their reply.
- The salutation is your greeting, such as 'Dear [Name],' for a letter to a friend or 'Dear Sir/Madam,' for a formal letter.
- The main body of your letter should be split into clear paragraphs to organise your news, questions, and ideas.
- The sign-off should match the tone of your letter; use 'Best wishes' for friends and 'Yours sincerely' for formal letters.
- Always remember to include the date on the top left-hand side so the reader knows exactly when your message was written.

Did you know? Did you know? Before emails and instant messages, people relied entirely on the postal service to communicate! Some letters took months to travel across oceans on ships before reaching their recipient.

Key vocabulary: Salutation · Recipient · Paragraph · Sign-off · Formal · Informal · Correspondence