

How to Write a Brilliant Letter

Pick up your pen and share your news with a friend!

- The sender's address goes in the top right corner so the person writing back knows where to send their reply.
- The date is written underneath the address so you know exactly when the letter was sent.
- A salutation is how you start, like 'Dear Sam,' or 'To my friend,' followed by a comma.
- The main body is split into paragraphs to keep your news and ideas organised.
- A sign-off finishes your letter nicely, using phrases like 'Kind regards' or 'Best wishes'.

Did you know? Did you know? Before email and text messages, people used to send letters across the world by ship and train. It could take weeks for a letter to arrive, so people wrote very long, detailed stories to share their lives!

Key vocabulary: Address · Date · Salutation · Paragraph · Sign-off · Recipient