

Mastering the Art of the Letter

Pen to Paper: Let's Write with Flair!

- **The Sender's Address:** Always place your own address in the top right-hand corner so the recipient knows where to send a reply.
- **The Date:** Place the date on the left-hand side, just below the sender's address, to ensure your message is clearly timed.
- **The Salutation:** If you know the recipient's name, use 'Dear Mr/Mrs/Ms [Surname]'. If you do not know their name, use 'Dear Sir/Madam'.
- **Formal Tone:** Avoid using contractions like 'don't' or 'can't'. Instead, write them out in full as 'do not' and 'cannot' to keep your writing professional.
- **The Sign-off:** If you started with a name, finish with 'Yours sincerely'. If you started with 'Dear Sir/Madam', finish with 'Yours faithfully'.

Did you know? Did you know? Before the invention of the internet, letters were the primary way people communicated across long distances. Some letters in history have travelled for months on ships to reach their destination, carried by hand across oceans by people like Finn the dolphin's seafaring cousins!

Key vocabulary: Salutation · Recipient · Formal · Paragraph · Sign-off · Enclosure · Concise