How to Write a Brilliant Letter

Grab your pen and paper—it's time to send a message to the world!

- **The sender's address is always written in the top right-hand corner of the page so the recipient knows where to send a reply.**
- **A salutation, such as 'Dear Grandma' or 'Dear Mr Smith', is the friendly way we start our letter.**
- **The main part of the letter is called the 'body', where you explain your news, ask questions, or describe your day.**
- **Always include the date on the top right so your reader knows exactly when you were thinking of them.**
- **Finish your letter with a sign-off like 'Kind regards' for a formal letter, or 'Love from' for a friend or family member.**

Did you know? Did you know? Before email and text messages, people used to send letters by post using wax seals to keep their secrets safe! Even today, receiving a handwritten letter is a special treat that can be kept as a memory forever.

Key vocabulary: Sender · Recipient · Salutation · Body · Sign-off · Formal · Informal