

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