



Letter Writing Tips

A letter is written in sections. These include the addresses (of you and the person you are sending it to), the date, a greeting, the paragraphs, an ending, and your signature and name.

Addresses: Your address (sender) appears first, and it can go top right or left. The address of the person you are sending it to (recipient) goes second, but always on the left. Always leave a space or two between the addresses.

The date: Leave a line before and after the second address, and the date and the greeting. Don't use abbreviated dates, i.e. use 19 November 2004, rather than 19/11/04.

Greeting: The letter should begin with 'Dear' and then the person's name. If you do not know the person's name, begin with 'To whom it may concern' or 'Dear Sir or Madam'.

First paragraph: The first paragraph should introduce yourself and explain why you are writing the letter.

Letter body: This section should make clear what you are asking the person to do, including any time frames. This may be one or more paragraphs.

Last paragraph: The last paragraph should ask the person to respond in some way to your request and include your contact details.

Ending: If you know the name of the person you are writing to, you can sign off the letter 'Yours sincerely,' but if you do not know and have addressed the letter to 'To whom it may concern', finish with 'Yours faithfully,'

Signature and name: Sign your name and print it clearly below the signature. If you are printing the letter, leave a space to sign it between the ending and the printed name.

Quick tips

- ★ Try to keep your letter short enough so that it fits on one page.
- ★ If your letter is more than a page long, use another page, don't use the back of the page.
- ★ Always proofread your letter after writing it, check for sentence structure, grammar, and spelling mistakes.
- ★ Skip a line between paragraphs.
- ★ Be polite!



Layout of sample letter

Jemima Brolledge
14 Pinkton Rd
Manchester
M12 5LF

Mr Dakelan
178 Forstwith Avenue
Berkfield
Manchester
M19 8LY

16th November 2008

Dear Mr Dakelan,

My name is Jemima Brolledge and I am a student at Fairwall Primary School in Didsbury. I would like to know if you would be willing to join in a debate that I am planning for a science project.

I am completing my CREST ★ Investigators YSA (Young Science Ambassadors) award and one of the projects is to run a debate. Our group has decided to debate whether it is a good idea to use artificial colours in food and we would like to invite a scientist to join in. We are hoping to hold the debate in London on 15th January 2009 at 3pm.

Would you be interested in joining our debate? Please can you contact me on jemimabrolledge@hotmail.com or 0161 745 8116 to let me know. Thank you very much. Looking forward to hearing from you soon.

Yours sincerely,

Jemima Brolledge