

WRITING LETTERS

When you are writing a letter to someone, there are a number of things you will need to remember. You will be creating a friendly letter of thanks, so some of the language may be quite informal, but the letter itself is a formal correspondence from you on behalf of the people at your school, so will need to be laid out in an official manner.



Below is an example of how your letter should probably look.

The return address should be written in the top right-hand corner of the letter. Remember to use your school address and not your home address!

Sam Brown
The National Literacy Trust School,
Imagination Road,
Madeupville,
England
NLT18 WW1

The address of the person you are writing to – in this case you can use the address of the Freshgate Foundation. This address should be written on the left, starting below your address.

Harry Brearley,
Freshgate Foundation Trust,
Europa Link,
Sheffield Business Park,
Sheffield,
S9 1XU

11th November 2018

If you did not know the name of the person you are writing to, you would use 'Dear Sir/Madam' but in this case you know the name of the person.

Dear Harry,

The date goes on the right hand side of the page below your address. Make sure you write the month as a full word.

I am writing to you to say a massive thank you for all your work that did in your laboratory working on gun barrels for the army. From that we know that you made the exciting discovery of stainless steel and...

We have learned a lot about you and your work in setting up the Freshgate Trust Foundation in our class and think that your work was...

Thank you!

Yours sincerely,

If you did not know the name of the person you would use 'Yours Faithfully' but in this case, as you know Harry's name, you should use 'Yours Sincerely'.

Content – the main body of your letter.

Sam Brown

Sign your name, then print it underneath the signature.



rbl.org.uk/thankyou

