WRITING LETTERS

National Literacy Trust
Changing life stories

THE ROYAL BRITISH LEGION

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 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

11th November 2018

The Address of the person you are writing to – in this case you can use the Oxford College that Tolkien completed much of his work at. This address should be written on the left, starting below your address.

Prof JRR Tolkien CBE,
Pembroke College,
University of Oxford,
Oxford
OX1 1DW

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.
Make sure you use the correct title (Tolkien was a university Professor at Oxford) so you should use this and his surname only.

Dear Prof Tolkien,

I am writing to you to say a huge thank you for all the work that you did on the Middle-earth stories you created. You have clearly used your experiences in life to create something really memorable that helps us understand the effect that wars can have on people…

We have learned a lot about you in our class and think that your work was….

Content – the main body of your letter.

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 Tolkien's name, the you should use 'Yours sincerely'

Sam Brown

Sign your name, then print it underneath the signature.

ALL WHO SERVED, SACRIFICED, AND CHANGED OUR WORLD
Thank you
1918 - 2018

rbl.org.uk/thankyou