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 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 Ernest Brooks' home that he spent the last years of his life at. This address should be written on the left, starting below your address.

11th November 2018

2nd Lieutenant Ernest Brooks,
Golders Manor Drive,
Hendon,
London,
NW11.

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 (Ernest Brooks rose to the rank of 2nd Lieutenenant, so you should use this and his surname only.

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

Dear 2nd Lieutenant Brooks,

I am writing to you to say a huge thank you for all the work you did as a war photographer during the First World War. The photographs give us a brilliant idea of what life was like in the trenches.

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

Content – the main body of your letter.

Thank you!

If you did not know the name of the person you would use 'Yours faithfully' but in this case, as you know Ernest's name, the you should use 'Yours sincerely'

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