## Writing letters

- I. Planning- make a list
  - A. first line-make your point
  - B. paragraphs-one main point per paragraph
  - C. closing paragraph-what would you like them to do?
- II. Purpose
  - A. what? why?
    - **B. CREATE**
    - C. ' to'
      - 1. complain
      - 2. request
      - 3. explain
      - 4. apply
      - 5. thank
      - 6. enquire
- III. Audience
  - A. Who are you writing to?
  - B. Name of the person
  - C. Title or position
    - 1. owner, Head Chef, manager
- IV. Layout
  - A. top left hand side
  - B. your address and contact details
  - C. the date
  - D. beginnings and endings
    - 1. Dear Sir/Madam

end

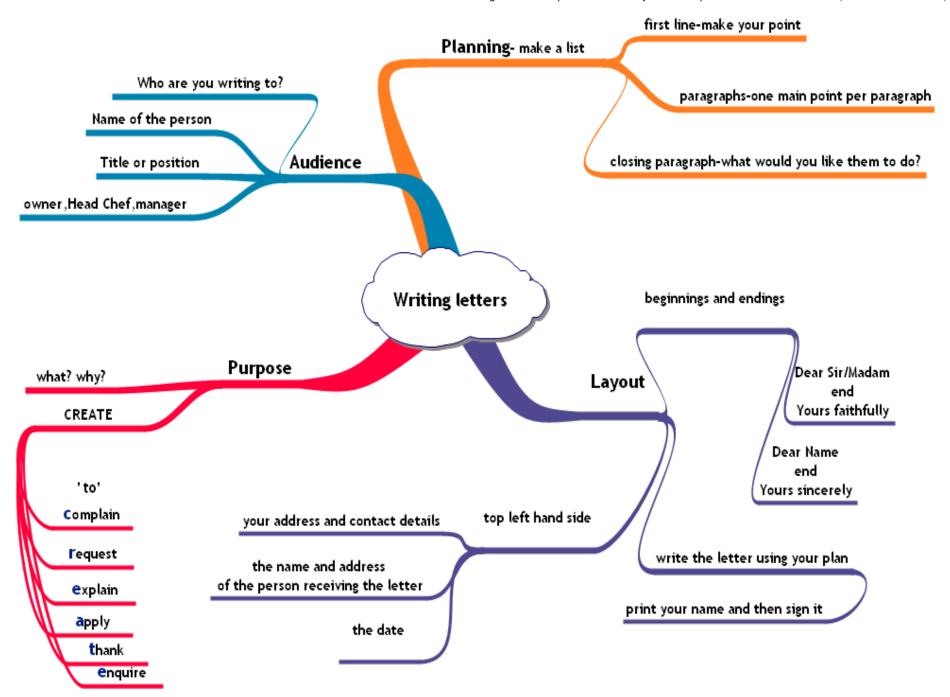
Yours faithfully

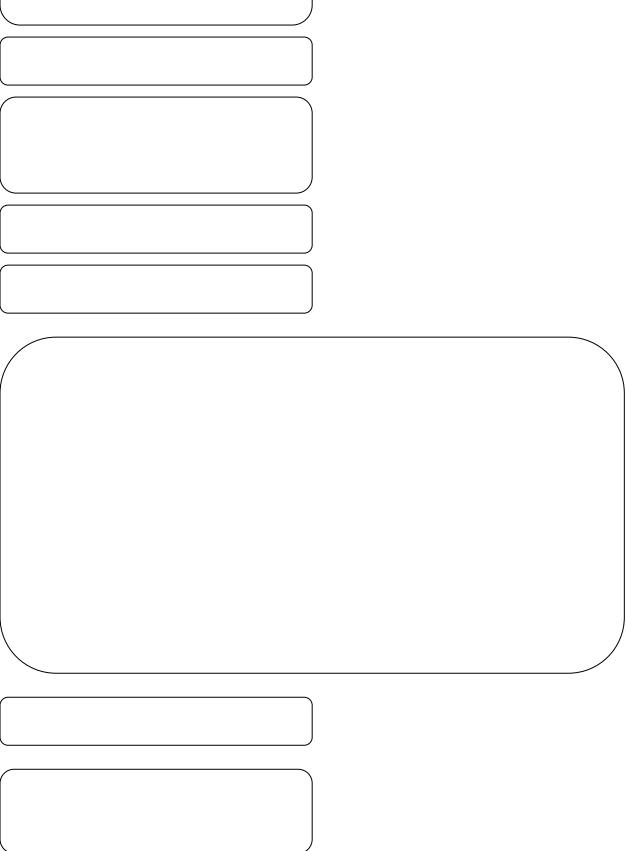
2. Dear Name

end

Yours sincerely

- E. the name and address of the person receiving the letter
- F. write the letter using your plan
  - 1. print your name and then sign it





## Letter Jumble

Yours sincerely/faithfully

Introduction Paragraph
Main points – bullet points or paragraphs
State action required (what do you want them to do?)

Their Contact Details: Their address Postcode

Your Contact Details: Your address Postcode Telephone number Email

Dear Sir/Madam Dear Name

> Their Name Their Title

Signed name Printed name

Date

## Letter Jumble

Your Contact Details: Your address Postcode Telephone number Email
Date
Their Contact Details: Their address Postcode
Their Name Their Title
Dear Sir/Madam Dear Name
Introduction Paragraph Main points – bullet points or paragraphs State action required (what do you want them to do?)
Yours sincerely/faithfully
Signed name Printed name