**Writing a letter**

**Informal letter:**

* Starts with YOUR address, WITHOUT your name, PLUS your country
* Then the date, like this: 22 June, 2022 (capital J)
* Dear + first name,
* End with: (kind) regards, best wishes, love, yours
* You can use contractions, but be consistent. Either do, or don’t.

**Formal letter:**

* Starts with YOUR address, WITHOUT your name, PLUS your country
* Then the name and address of the person you’re writing to
* Then the date, like this: 22 June, 2022 (capital J)
* If you know the name of the person you’re writing to: Dear Mr/Mrs/Ms Jones,

If you don’t know the name: Dear Sir/Madam,

* If you know their name, end with: Yours sincerely,
* If you don’t know the name: Yours faithfully,
* Then your SIGNATURE
* And then your name
* Do not use contractions!

**Pay attention to:**

* signal words + als/indien
* Content organisation: use paragraphs
* Spelling and punctuation
* Read the assignment carefully