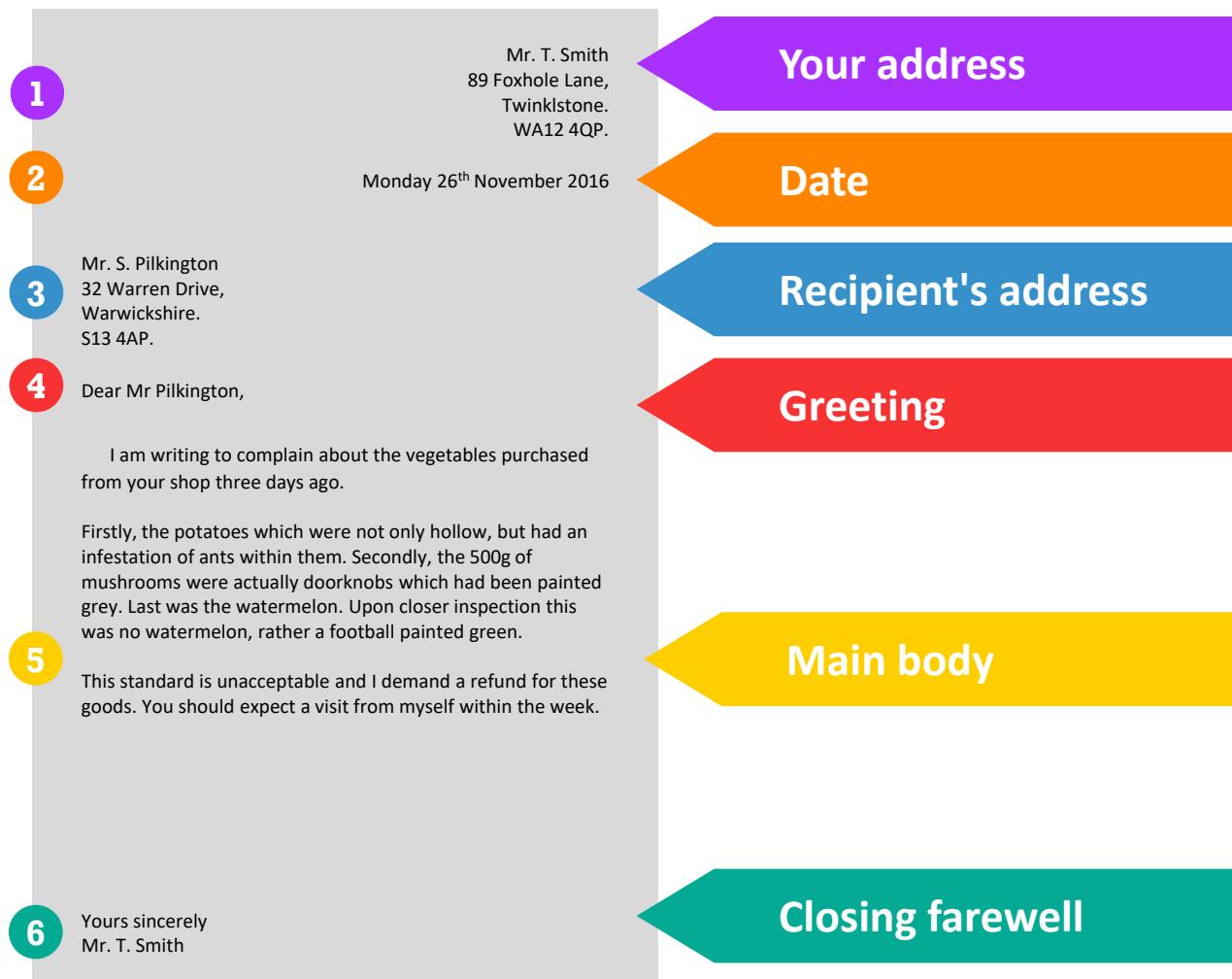


# **LO: TO DRAFT A FORMAL LETTER**

16/7/20



# LAYOUT



# Beginning Your Letter



If you don't know who to address your letter to, then you must begin the letter with:

**Dear Sir or Madam,**

If you know the name of the person you are writing to, then you must begin the letter with Mr, Mrs or Ms along with their surname:

**Dear Mr Smith,**



# Ending Your Letter



If you don't know who to address your letter to, then you must end the letter with:

**Yours faithfully,**  
**(YOUR NAME)**

If you know the name of the person you are writing to, then you must end the letter with:

**Yours sincerely,**  
**(YOUR NAME)**



# **TASK**

Use all the knowledge you have learnt so far to draft your own formal letter to your new teacher. You may want to tell your new teacher about your favourite subject, things you are good at and any other important things you think they will need to know about you.

Do not worry too much about spelling and punctuation at this stage as you will have the opportunity to edit your letter tomorrow!

