

# Writing a Letter

There are some special rules you should follow when writing a letter.  
Here is an example of how to write a letter.

The diagram illustrates the structure of a letter on a set of blue horizontal lines. A vertical red line is drawn on the left side. The text is as follows:

- Date:** 8<sup>th</sup> June 2017
- Address of the sender:** 99 Toytown Avenue,  
Arklow,  
Co. Wicklow,  
W45321  
IRELAND
- Dear (the person/people you are sending the letter to):** Dear John and Amy,
- Your message:** I hope you are well. I am writing to say thank you for the lovely gift you sent me for my birthday. The coat is beautiful and I am wearing it a lot. Please come to visit again soon.
- Say goodbye:** Love from,  
Susie



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