

Letter Template

St Gerard's Primary School

Kelvin Road

Bellshill

ML4 1LN

20th April 2020

Dear _____,

I am writing to you because I have missed you.

How are you getting on during lockdown?

I hope to hear from you soon.

Yours sincerely,

Miss Rattigan

Remember to put your address at the top right side of the page with the date underneath.

Then you will write at the left side as normal.

Write who the letter is to and then start writing. In your first paragraph you could tell the person all about your experience in lockdown and in your second paragraph you could ask them some questions.

Remember to finish your letter with an ending statement. You could say that you hope they reply soon, you may ask them to please reply soon or another phrase you can think of.

Then complete your letter with 'Yours sincerely' and then your name underneath.

I hope you enjoy your writing your letters.