

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.

Date

99 Toytown Avenue,
Arklow,
Co. Wicklow,
W45321
IRELAND

Address of the sender

8th June 2017

Dear _____,
(the person/people
you are sending
the letter to)

Dear John and Amy,

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.

Your message

Love from,
Susie

Say goodbye

