



## LETTER WRITING

### How to write a personal letter

When you write a letter to someone you know, like a friend or family member, this is called a personal letter.

Personal letters are about sharing news, stories, events or anything important or funny. In a personal letter you could write:

- News about school.
- Updates about your family or friends.
- Special events such as birthdays, holidays or parties.
- Something about yourself: hobbies, favourite things, jokes, games you have played or movies you have seen.
- Questions for the person you are writing to.
- Congratulations to the recipient for an accomplishment or award.
- Personal letters are a way of sharing news and events in writing, but why not draw a nice picture or attach a photo to share with your friend?



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### Instructions

1. Write your name and address in the top right-hand corner of the page.
2. Put the date on the left-hand side of the page.
3. Below the date is where you put your greeting.
4. Underneath your greeting is where you write your message.
5. Once finished, write a sign-off or farewell.
6. Beneath your farewell write your name.
7. In personal letters, you can include a postscript (*PS*) of anything you may have forgotten to include in the bulk of your letter.

### Tips for writing personal letters

- Write neatly.
- Do not decorate the outside of the envelope. This can make the address hard to read.
- Never write anything that you would not want repeated or seen by others in a letter. Once you send your letter you cannot take it back!