



## LETTER WRITING

### How to write a personal letter

Personal letters are generally written to people who you know in your social or family life such as friends from school, pen pals or family members. Personal letters are great because you can be casual and conversational, writing in a talkative, chatty manner. You can even use slang or abbreviations.

Personal letters fall into a number of subcategories such as thank you letters, Christmas letters, or fan mail.

### What goes in a personal letter?

- News about school such as getting a part in the school play, joining a new club or team, winning a prize or sports competition – anything you can think of.
- Updates about your family. For example getting a new pet, moving house, exciting news about your siblings or parents.
- Special events such as birthdays, holidays or parties.
- Something about yourself, such as hobbies, favourite things, jokes, games you have played or movies you have seen.
- Questions about the person you are writing to. Ask if anything has changed in their life or what they are doing in the next week or month.
- Congratulating the recipient on an accomplishment, award or special event such as an engagement, wedding or birth.
- 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 return 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. Beneath 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

- If your letter is handwritten, remember to keep your writing neat so that it is easy to read.
- If you decorate your letter, make sure there's nothing loose that might spill out when it's opened.
- Avoid decorating the envelope, this can make the address hard to read and might slow down its delivery time.
- Never write anything that you would not want repeated or seen by others in a letter, once it is written, sealed and sent you cannot take it back!