



EDUCATION WORKSHEET

HOW TO WRITE A LETTER

Use these instructions to write a letter to somebody you know. Get a blank piece of paper and something to write with. Remember to use your best writing so they can read what you've written!

First, you need to **date your letter**, so the reader knows when you wrote to them. Put the date in the top left corner.

Either like this

15/04/20

Or like this

Wednesday 15th of April 2020

Next is the **greeting**.

If it is to someone you know it can look like this

Dear Grandma,

Or use their first name, like this

Dear Kahu,

If you are writing to somebody you don't know very well you could write

Dear Sir, or Dear Madam,

Or even

To Whom it May Concern,

Next comes the **body of your letter**, that's where you write your message.

Remember to sequence your ideas so it makes sense. It's cool to write questions in your letter, that way the receiver might send you a letter back!

I hope you had a good time at the zoo! I went to the zoo with school, we learnt all about the penguins and where they like to live. What did you learn about?

Next week, we're going to the theatre to watch a show called The Lost Letter Office. Have you seen it? I'm very excited because I've never been to a theatre show before. My best friend Ariki says he has been once, and it was funny. Have you been to a theatre show?

Next, you have to **close the letter**, this is a bit like the greeting, but to say goodbye.

If it's someone you know it can look like this

Love from,
Maggie

Or just
From,
Maggie

If it is somebody you don't know very well you need to be more formal

Yours sincerely,
Maggie

Or
Yours faithfully,
Maggie