

Letter Layout . . .



You can either handwrite and post, type and post or email your letter. Keep a copy for you folder
Below is an idea on how to lay out your letter . . .

Hand write or type

		<i>Your Address</i>
		<i>Date</i>
	<i>Their Address</i>	
	<i>Dear Sir/Madam</i>	How you start a letter depends on whether you know who you are writing to.
	<i>To whom it may concern</i>	
	<i>Dear Mr Lake</i>	If may be a good idea to put in a reference if you are writing to a head office.
	<i>Dear Andrew</i>	
	<i>Reference: Our recent trip to Clumber Park</i>	
	<i>Thank you for such a wonderful time, we enjoyed 1 2 3 things . . .</i>	
	<i>We struggled with/did not enjoy/thinks this could be improved . . .</i>	
	<i>Best Wishes</i>	End your letter with one of these endings. Let the organisation know if you need a reply and thank them again. Sign the letter.
	<i>Kind regards</i>	
	<i>Yours Truly</i>	
	<i>Yours Sincerely</i>	

Email

With an Email the date and address are already recorded

Pick a good Subject Header for example

Subject: Thanks or Our recent trip or Fantastic

Say the same things you want to say in your letter as above

Sign off with

Many Thanks or Kind Regards or Looking forward to hearing from you

Put your name and send . . .