Personal Letters

Tips for writing a Personal Letter – writing to someone you know well

Your address is always on the top right of the page.

Skip a line and write the date below this.

You are writing to someone you know well so your **greeting** could be:

Dear Mary
Hi Mary
Hello Mary
Greetings Mary

Your message can be long or short. Write what you would say to the person if you were talking to them.

Your **Sign off** could be:

Love, Best wishes, All the best,
See you soon, Take care

Signature: Just write your first name Mary

Personal Letters

Letter to someone you know well

Layout of a personal letter

Getting to know the layout of a personal letter

Fill in the letter using your own details. Write to someone about how you are getting on. Your message can be very short.

1. Your Address
2. Date
3. Greeting
4. Message
5. Sign off
6. Signature

1. _____
_____
_____

2. _____

3. _____

4. _____
_____
_____
_____
_____
_____
_____
_____

5. _____

6. _____

Example of Letter inviting friend to visit

12 Hill Drive
Navan
Co. Meath

15th May 2005

Dear Susan

I hope all is well with you. It has been ages since we saw you here in Meath.

I am writing to ask you to come and stay with us the weekend of the 6th June. We are having a little get together because John is going to Australia for a year. It would be lovely for him to see you before he goes, you are his godmother after all. Let me know if you can make it, don't worry if not, any weekend before then is fine.

We are all in good form here. Very busy trying to get John organised. I will miss him while he's away. I do hope all the family are well.

Love

Mary

Writing a personal letter

Write a letter to a friend inviting them to visit.

Catching up with family

Write a letter to a relative letting them know how things are in your life.

Writing about your holidays

Write a letter to your friend describing the last holiday you went on.

These are just ideas to get you started. Write to someone you know and send them the letter. It is always nice to get a letter so why not send one?