



Hi there. This is a project I'd like you to have a go at please.

DEAR OWLBUT

I want you to write me a letter. Just a simple little letter. You can choose what you want to tell me or even ask me or maybe your teacher will suggest something. but I want it done as a proper letter. That means there are some rules to apply. Different people have different ways of setting out a letter and there is no absolutely correct way. However there are a couple of things a letter needs at the top.

Firstly you should put your address and then the person you are writing to can send a letter back. It should show your house name if you have one, the number and street name, the town, the county and the postcode. However I don't want you to put your real address, just make one up like I have in the example. You can put the real county if you like.

Underneath the postcode goes the date. The letter will then start "Dear" whoever you are writing to. When you finish the letter you can end in different ways depending, once again, on who you have written to.

Your teacher will give you an example I have done so take a look at that.

Signed with my clawprint

