

# Writing a letter

(Name) \_\_\_\_\_

(Address) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Postcode) \_\_\_\_\_

(Date) \_\_\_\_\_

Dear \_\_\_\_\_ ,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ .

Yours \_\_\_\_\_ ,