How to write a letter to a friend

Starting off

Your address (right)

Date (underneath your address)

Dear (name of friend)

Indent the first word under ‘name of friend’

1st paragraph

Why are you writing to them? Rather than stating ‘I am writing to you...’ include a statement about the current situation.

2nd paragraph

This is the main part of your letter however you will mostly likely write more than one paragraph – when paragraphing remember to start a new paragraph for:

1. A change in time.
2. A change of place.
3. A change in topic.
4. A change in emotions or feelings.
5. A change of person.

Consider answering some of the following questions:

What have you been doing to fill your time?

What have you enjoyed / what have you found difficult?

What do you miss about them?

What are you going to do with them once lockdown is over?

Last paragraph

Conclude your letter stating once again why you are writing to them and perhaps asking them to reply to you.

Signing off

Yours sincerely,

Re-read your letter checking for any errors in spelling and punctuation – use a dictionary to help you.

Look at your vocabulary, can this be improved? Use a thesaurus to help you.