

LETTER WRITING

Writing a Letter

You Need:

- Full address
- The date
- The greeting
- The message / content
- The ending
- The signature

ADDRESS

GREETING

MESSAGE

or

CONTENT

ENDING

SIGNATURE

ENDINGS

- Yours sincerely
- Yours truly
- Yours faithfully
- Your loving son/daughter
- Your good friend
- Thanking you
- Best wishes
- Best regards

PEOPLE

- Man Mr.
- Woman Mrs.
- Lady Miss/Ms.
- Doctor Dr.
- Priest Rev. Fr./Fr.
- Nun Rev. Sr./Sr.
- Captain Capt.
- Sergeant Sgt.

ABBREVIATIONS

- Road Rd.
- Street St.
- County Co.
- Avenue Ave.
- Terrace Tce.
- Park Pk.
- Drive Dr.