

LETTER WRITING TIPS

USE THESE TIPS TO HELP YOU DEVELOP AND WRITE YOUR LETTER.

Keep it short and stick to the point - Try to avoid long sentences and ideas not relevant to what you're trying to say.

Appeal to your audience - Think about your audience and try to write in a way that will appeal to them.

Avoid jargon and slang - Not everyone knows the jargon that you know or the slang that you know. Try and use plain language, but remember, this doesn't mean you can't be interesting, clever or funny!

Use a positive tone - Try to use positive words and phrases. Your reader is much more likely to respond well to a positive tone; a negative tone may make them feel upset or defensive.

Be respectful - Even when you're writing a complaint letter you need to be nice.

Proofread - Check your spelling and grammar, and ask someone else to read through your letter before sending.

Structure - A letter is generally written in three parts:

1. The Opening
2. The Body
3. The Closing

Also remember to add a date and a return address, in case your reader wants to write back to you. And don't forget to sign your letter at the end!

