

Miss A Student  
1 Acacia Avenue  
Twinkle Town  
Suffolk  
CD45 6EF

**Sender's address**

You can put this on the left or the right – you might be more used to a right alignment. If it's going on the right make sure you use the Right Align button rather than trying to move it across with the space bar...

Today's date

Mr A Anybody  
12 Smith Street  
Toy Town  
Norfolk  
AB12 3CD

**Recipient's address**

Salutation

Dear Mrs Smith, or Dear Joan, – not Dear Joan Smith,  
Or Dear Sir or Madam

Subject heading

Often starts with Re:  
for example: **Re: Functional Skills Exam**  
Might be centred and bolded

Body of letter. Body of letter. Body of letter. Body of letter.  
Body of letter. Body of letter. Body of letter. Body of letter.  
Body of letter. Body of letter. Body of letter. Body of letter.  
Body of letter. Body of letter. Body of letter. Body of letter.

Don't indent – keep it to the left.  
Clear line break between paragraphs (use paragraphs!)  
Think about multiple line spacing

Complimentary Close

Yours sincerely, (when you know the persons name)  
Yours faithfully, (when you don't)  
Or (if you can't remember which to use) Regards,

3-4 blank lines space for signature

Miss A Student

Your name (or the name of the person the letter is from) typed