

How to write a letter

Sujet:



Why are you writing? This should only be a few words, not too long!

Cher/Chère _____,



Who are you writing to? Depending on who you are writing to you will make changes to the Cher/Chère (Dear or To in English).

- 1) Introduce yourself and explain why you are writing the letter.**
- 2) Continue to talk about the issue/topic you are writing about. You are explaining in this paragraph.**
- 3) Concluding paragraph. Finish the letter with your closing thoughts about whatever it is you are writing.**

Merci beaucoup et j'espère recevoir une réponse bientôt!



Closing the letter, thanking them and saying you hope to hear from them soon.

Name



Sign your name.