

When you are writing to a friend or someone you know very well, always start with 'Dear' rather than 'To' and use their first name. Grenville is my brother.

Make sure you put your address on the right hand side and include today's date!

No. 1 Piccadilly,  
London, W1B 6AR

22nd April 2021

Dear Grenville,

Thank you very much for the atlas you gave me for my birthday. It was very kind of you to give me such a lovely gift. I have always wanted an atlas and it will be so useful deciding where I will go next on my adventures. Perhaps I will visit our relations in Canada!

I hope you are not too busy working and the hedge fund in Berkeley Square is going well. I wonder if Ernest Goldsworthy from the Bank of England will give me a reference for my passport application?

See you very soon and please send a big bear hug to Consuela and your little cubs.

Love,  
Burlington



Try to start each paragraph slightly to the right

Always say thank you for the present, what the present was and why you enjoyed the present

Or you could use Best wishes or Kind regards

When you are writing a business letter or being more formal use Mr., Mrs. or Ms. and their surname. I would not say Dear Earnest!

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No. 1 Piccadilly,  
London, W1B 6AR

23rd April 2021

Dear Mr. Goldsworthy,

I hope you are well and have recovered from my mishap at the Bank of England. I wonder if I could ask for a reference? The Daily Bear newspaper have advertised a position writing for their travel column which I think would suit me very well. I will go on lots of adventures with my friends and write about them, what could possibly go wrong? However they need a reference from a previous employer and as I have only ever worked for you I wonder if you could possibly help me. I know I only lasted a day at the Bank of England but I did try very hard and I think I would be very good at this job. I am much better at holidays than counting.

I look forward to hearing from you.

Yours sincerely,  
Burlington Bear



Try to start each paragraph slightly to the right

Yours sincerely is used when you are being more formal

Make sure you put your address on the right hand side and include today's date!



Write Sir or Madam if you do not know the name of the person you are writing too



No. 1 Piccadilly,  
London, W1B 6AR

30th April 2021

Dear Sir or Madam,

I am writing with regards to the advertisement in *The Daily Bear* for a position on your travel desk. I think I would be very good at it as I love going on holidays and having lots of adventures with my friends. Unfortunately Mr. Goldsworthy at the Bank of England has not replied to my letter asking for a reference. I only worked at the Bank of England for a day but I am a very hard working bear especially when it comes to relaxing and eating carrot cake.

Try to start each paragraph slightly to the right



I look forward to working at *The Daily Bear*. Incidentally is the position part-time because every day might be a bit much for me?

Yours faithfully,  
Burlington Bear



Write Yours faithfully if you do not know the name of the person you are writing to