Letter Writing.

Letters should contain certain pieces of information in the correct order:
1 the full address of the sender including the postcode in the UK.
2 the date the letter was written.
3 the receiver's name.
4 the information. (The letter itself that is.)
5 the correct ending.
6 the sender's name.

Beginnings and endings of letters vary according to whom you are sending the letter.

To someone you do not know:
Dear Sir,
Dear Madam,
Dear Sir or Madam,

Yours truly or Yours faithfully + your signature.

Dear Mr. and Mrs. Cockcroft,

Yours truly or Yours sincerely + your signature.

Dear Paul and Julie,

Yours affectionately or Yours ever + your first name.
Dear Mum,
Dear Dad,
Dear Grandma,

Love from + your first name.