**How to write a letter**

The letter has got a **specific structure**:

* **Addresses**

1. **Your address**  
   The return address should be written in the top right-hand corner of the letter.
2. **The address of the person you are writing to**  
   The inside address should be written on the left, starting below your address.

* **Date**

You can write the date on the right or on the left, after the address you are writing to.

Write the month as a word.

* **Salutation or greeting**

1. **Dear Sir or Madam,**  
   If you do not know the name of the person you are writing to.
2. **Dear Mr. Brown,**  
   If you know the name, use the title (Mr, Mrs, Miss or Ms, Dr, etc.) and the surname only. If you are writing to a woman and do not know if she uses Mrs or Miss, you can use Ms, which is for married and single women.

* **Ending a letter**

1. **Yours faithfully**If you do not know the name of the person, end the letter this way.
2. **Yours sincerely**  
   If you know the name of the person, end the letter this way.
3. **Your signature**  
   Finally, sign your name in the lower-left corner.
4. **Post scriptum**

If you forgot to say something, you can write it in the *Post Scriptum*.

**Content of a letter**

**First paragraph**  
The first paragraph should be short and state the purpose of the letter.

**Main body** The paragraph or paragraphs in the middle of the letter should contain the relevant information. Keep the information to the essentials and organize the main body in simple sentences.

**Last Paragraph**   
The last paragraph should contain the conclusions, the signature and the greetings.