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Supported by



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Writing a letter

- Find out the name of the person in the organisation to whom you should address the letter (e.g. Youth officer, Information Officer).

Name: _____

Address: _____

E-mail: _____

Phone/Fax: _____

- Put the date on your letter
- What questions do you need to ask?

1. _____

2. _____

3. _____

4. _____

- It is important to be polite and thank the person for their help.
- Check your spelling and grammar.
- You should enclose a stamped addressed envelope.
- Don't forget to post your letter!

