

Personal Letter

- Address - address of individual writing letter
 Date - date when the letter is composed
 Greeting - Must be appropriate for the audience
 eg Dear ..., Hello ..., My darling...

Paragraph 1 Introductory Paragraph
 Start with a shared experience, a moment of fun, memory, a mutual friend

Paragraph 2 Purpose of the letter

Number of paragraphs is determined by length and complexity of essay.

Final Paragraph A warm ending

Personal closing message - ending of letter eg, from, love

Signature - signature of writer

10 Willow Street
 NORTHBOURNE VIC 3000

10 December 2002

Dear Santa,

Thanks for last year's stuff - it was great - especially the "Super Soaker"! My cat Pushkin didn't like being used for target practice, but it helped me win the war against Scottie Beavis forever. The Barbie doll for Angela was a big mistake - she's a feminist you see.

Anyway, for this year, even though Dad says it's still the recession, I sure would like a Game Boy if you can manage to lower it down our chimney. We'll try to get rid of the spiders that were there last year. A piece of cake will be in the usual place and Dad said you'd probably prefer a beer to Diet Coke.

I hope you, Mrs Claus and the reindeer all have a good Christmas, but I wonder who brings your presents?

Love from
 Zac Kourios

PS. Ang is into Greenpeace this year.

Letter to the Editor

Are written by members of the public wishing to express an opinion about an issue, often in response to an earlier news report

Date

Name & Address of editor

Formal greeting - Dear Sir/Madam

Paragraph 1 Introductory Paragraph
 State issue to which your letter refers and state your position on this issue

Paragraph 2 Argument 1 state evidence and opinion

Paragraph 3 Argument 2 state evidence and opinion

Paragraph...
 A standard letter to the editor is 150-250 words.
 It is at the editor's discretion as to which parts of your letter are published.

Final paragraph Restate opinion and call to action

Formal close - ending of letter-Yours sincerely

Signature - handwritten signature of writer is essential for publication

Writer's name & address
 Address of business/individual making complaint

3 December 2002

The Editor
 The Courier Mail
 GPO Box 7777
 BRISBANE Q 4001

Dear Sir/Madam,

I am gravely concerned upon reading your news report "Is Santa Real?" (CM, 1/12/2002) which raises questions about my very existence. What right does anyone have to say I am not real?

I am devastated to read there are people out there who question my existence. I know there are many people who will only accept something exists if they can see it with their own eyes, but, surely, I am exempt from that. How would I ever get all the presents delivered if people stayed up all night waiting to see me?

Let me put it this way. Who else could Mrs Claus be married to? How else do all the presents happen to appear on the same morning year after year under Christmas trees around the world? Who feeds Rudolf and the other reindeer if I don't do it? Who is that guy in the red and white suit bringing joy and excitement to the faces of children at shopping centres and Christmas parties at this time of year?

Finally, if Santa doesn't exist, how could he have written this letter? Have a little faith, you non-believers!

Yours sincerely,

Santa Claus
 25 Sleigh Road
 NORTH POLE ARC 9999



Letter Writing

Business Letter

Language Hints

Appropriate language in written correspondence is:

- suitable for the audience (assertive but not impolite or aggressive)
- positive (courteous, non-accusatory)
- non-discriminatory (does not assume something negative about an individual based on race, age, gender, ethnicity or religion)

To ensure your correspondence is clear, you should:

- arrange the ideas in a logical sequence
- avoid ambiguity
- avoid long sentences
- avoid jargon, abbreviations and technical terms unknown to your audience

- Address - address of business/individual making complaint
 Date - date when the letter is composed
 Recipient - name, title and address of individual who will receive the letter
 Formal Greeting - Must be appropriate for the audience, eg Dear Sir, Dear Madam

Paragraph 1 Introductory Paragraph
 State purpose for writing letter

Paragraph 2 Background to purpose

Paragraph 3 Further detail necessary for reader to understand purpose of letter

Number of paragraphs depends on purpose and type of letter.

Final Paragraph State clearly what action is required of the recipient

Formal Closing - ending of letter eg Yours sincerely

Signature - handwritten signature of writer

Writer's name - name of writer

Traffic, Parks & Gardens Division
 Mackay City Council
 MACKAY Q 4740

2 January 2003

Mr S Claus
 25 Sleigh Road
 NORTH POLE ARC 9999

Dear Sir

Thank you for your letter dated 27 December. We appreciate your acknowledgement of responsibility for damage to tiles, slates and chimneys sustained by private residences and shops in High Street on 25 December, 2002.

We are aware of the charitable nature of your work and of the limited period available to you for delivery of your merchandise. Unfortunately we are unable to waive the fines you have incurred.

Further to complaints of rooftop disturbances received in the early hours of December 25, Council officers have found you, Mr Claus, registered owner of deer-drawn vehicle No. HOHOHO, in breach of several by-laws.

A parking infringement which took place on High Street at 2.00 a.m. on the 25 December will incur a fine of \$120.00. Furthermore damage to the road surface caused by unconventional tyre treads on your sleigh has a penalty of \$1200.00. A fine of \$640.00 for pollution of a residential street caused by unattended animals brings your total charges to \$1960.

We value the service you provide to our community and trust that our future relations will remain positive. We look forward to your co-operation in finalising this matter.

Yours sincerely

R Deer
 Rudolf Deer
 Officer-in-Charge