

SuperKind Letter Writing Template

Writer's address

... [Name]
... [Street]
... [Town]
... [Postcode]

Recipient's address

... [Name]
... [Street]
... [Town]
... [Postcode]

Remember to be careful about who you share your address with. Talk to a grown-up about this to make sure it is safe to share. If it isn't, you could consider sharing your parents' email address instead.

Name or title

Dear ... [Mrs, Miss, Ms, Mr, Sir, Dr, Hon, Prof, Prince]

Make sure to check that you are using the right prefix before someone's name. If you do not know their name you could use 'Sir/Madam' or 'To whom it may concern'.

Introduction

My name is
I am ... years old.
I am from ... [Insert country/school/town Here].

What the problem is

I recently found out that ... [Insert information about the problem here]
OR
Did you know that ... [Insert information about the problem here]?

Why it matters to you (and others)

I recently found out that ... [Insert information about the problem here]
OR
Did you know that ... [Insert information about the problem here]?

Use facts if you have them, but make sure you check them!

Your 'call to action' and how they can help

You can help by: ... [Insert information about what they can do to help]
OR
I recommend that you: ... [Insert information about what you want them to do]

Be assertive.
If you have more than one plea it might be useful to give a numbered list.

Salutation

Yours sincerely,
OR
Yours faithfully,

Use:
- 'Yours sincerely' if you addressed the recipient by their name
- 'Yours faithfully' if you did not address the recipient by their name

Your name

... [Insert your name here]

