

# 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]

