

October 6, 2021
Mr. Rasmusen's class

How To Write Letters and Emails

When one writes a letter, one address the front of the envelope like this:

Jane Doe
435 Mulberry Street
Bell City, Maryland, 23245

STAMP GOES HERE

Miss Sally Jones
101 First Street
Boston, Massachusetts 10221

The letter itself follows a format like this:

October 12, 2020

Jane Doe
435 Mulberry Street
Bell City, Maryland, 23245

Dear Sally,

How are you? I am well.

Yours truly,

(YOU SIGN HERE)
Jane Doe

The "Dear Sally" is the "salutation" and the "Yours truly" is the "valediction". See *Wikipedia* at <https://en.wikipedia.org/wiki/Salutation#English> and <https://en.wikipedia.org/wiki/Valediction>. Personal letters, as opposed to business letters, are usually handwritten, in cursive. I have heard that France's President DeGaulle, a very great and busy man, would write the first line by hand, and then have his secretary type the rest.

Emails are halfway between letters and phone calls. They start as letters, but the replies are more like phone calls or conversations. Thus, you should start with an email having a salutation and valediction, and the first reply should be personalized too. For example,

Dear Sally,

How are you now? I am still well.

Yours truly,
Jane Doe

Then Sally might reply,

Hi, Jane. I'm actually very sick now.
YT,
Sally Jones

Then Jane might reply,

Oh, Sally, that's too bad. I hope you get better. --- Jane

Then Sally might reply.

I actually am a lot better now.