

The Letter Writing Guide

From Bee -- a free guide to writing amazing letters!

Parts of a Letter

Every great letter has these 8 parts:

1. The Date	Write today's date in the top right corner. It's like a little time capsule -- someday they'll love knowing exactly when you wrote this!
2. The Salutation	"Dear Friend," "Hey you!" "Hi Grandma," -- make it sound like YOU, not a stiff formal letter!
3. The Opening Line	Hook them right away! Start with a funny story or question. NEVER start with "I hope you are well" -- too boring!
4. The Body	The heart of your letter! Share stories, feelings, and funny things that happened. Write like you're talking to them in person.
5. A Question	Always end with a question so they can write back! "What's been making you smile lately?" works for anyone.
6. The Sign-Off	"With love," "Your pen pal," "Yours truly" -- pick one that sounds like you and use it every single time!
7. Your Signature	Sign your name! Add a little doodle next to it to make it feel uniquely and beautifully yours.
8. The P.S.	The most-read part of any letter! Add a funny afterthought or extra something after your signature.

How to Write a Letter

Follow these 8 steps and you'll write an amazing letter every time!

1

1. Think about your reader

What do they love? What would make them smile?
What do you want to tell them? Start there!

2

2. Set the scene

Find a cozy spot, grab your favourite pen, put your phone away. Good letters need your full attention!

3

3. Write the date + say hello

Date top right, then your salutation. You've started -- the hardest part is over!

4

4. Open with something real

A funny story, something you noticed, a question.
Write the first true thing that comes to mind!

5

5. Write like you talk

Don't try to sound fancy! The best letters sound exactly like the person who wrote them.

6

6. Ask a question at the end

"What are you most excited about right now?" Give them something to reply to!

7

7. Sign off with personality

Choose a sign-off that sounds like YOU. Add a doodle. Write a P.S. Make it yours!

8

8. Actually send it!

Done is always better than perfect. Fold it, stamp it, post it. The world needs more real letters!

Great opening lines to steal!

"Okay, you will NOT believe what just happened to me..."

"I've been thinking about you so much lately and finally sat down to write..."

"I have a question I've been wanting to ask you for ages..."

"It's raining outside and I'm in the perfect letter-writing mood!"

Bee's Golden Rules

Tips for writing letters people will treasure forever!

Make it personal	Mention their pet, hobby, or something they said before. Nothing feels more special than knowing someone actually remembered!
Decorate a little	A doodle in the margin, a sticker on the envelope -- tiny details make your letter feel like a real gift!
Be honest	Share something real -- a feeling, a dream, a funny embarrassing thing. Genuine always beats perfect!
Short is totally okay!	Even half a page is better than no letter at all. "I was thinking of you" goes a very long way!
Actually send it!	The most beautiful unsent letter is worth nothing. Fold it, stamp it, post it. Done is ALWAYS better than perfect!
Always end with a question	Give them something to write back about! A good question makes their reply feel easy and exciting.

Fun Things to Tuck Inside Your Envelope

A pressed flower

Find one outside, press in a heavy book for a week, then slip it in with your letter!

An original doodle

Draw something, sign and date it. One day it might be worth something!

A dare card

Write a fun challenge -- try a new food, learn a magic trick, compliment a stranger!

A tiny poem

4-8 lines about something small. It doesn't even have to rhyme!

A fun fact

Write a surprising fact and dare them to find one to send back in their reply!

A write-back prompt

Give them a specific thing to write about -- removes the blank page fear!

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