

How To Write An Email/letter

Tips on how to write an ePal letter.

What should you write in your first email to an ePal?

If you don't write a great first letter, chances are, your ePal will not write you back. Here are some tips for writing interesting emails.

- Be sure they know who you are and why you are writing to them.
 - Tell them your first name, age, gender and the country you live in. **Don't tell them your last name.**
- Tell your ePal about your hobbies and interests. Ask your ePal to tell you about his/ her interests so that you will be able to find similarities and differences.
 - Be specific. Give examples of your hobbies.
 - *When you finished writing your email use these sentences.* For example, *"I'm looking forward to hearing from you"*, or *"I can't wait to hear from you"*
 - Write to at least 3 or 4 ePals, and at least one of them will email you back. Send individual emails to each person.
- Always keep safety in mind when writing to any stranger. Don't tell them your phone number, or where your house is.
- Make sure you close your emails with something friendly that promotes friendship. For example, *"Your New Friend"* or *"Yours"*. Do not sign your email *"Love"*. This person doesn't know you, you do not know them and love is not appropriate. **Here is an example of a good first letter to an ePal.**

Hello Sarah.

My name is Susana and I found your name and email address at Kids ePals from The Youth Online Club. I am from Canada and am very interested in becoming your pen pal.

I am 13 years old and in grade 7. My favourite subject is science. I have been listening to Lady Gaga a lot lately. I am a big fan of comedy and my favourite comedian is Mr Bean. Have you ever seen Mr Bean?

I belong to the Girl Guides and enjoy camping. I see that you are a Girl Guide too. Are you enjoying being a Girl Guide? Does your troop camp a lot?

I am looking forward to hearing from you and becoming friends.

Your new friend,

Shauna

Here is an example of a poor letter.

Hi there. I am interested in talking with people from all over the world. Write me back as soon as possible. I'm waiting for your answer. I'm from the USA. Bye.