Your address here:

**The Queen’s Birthday Letter Writing**

The Private Secretary to Her Majesty The Queen, Buckingham Palace, London SW1A 1AA

Date:

Dear ,

My name is and I am a from . I am writing to because I would like to wish a very Happy Birthday.

I am feeling about official birthday on Saturday 11th June. I am planning to with because .

I think is because

. I would love to ask a question -

.

Thank you for taking the time to read my letter and

. Yours faithfully,

The Private Secretary to Her Majesty The Queen, Buckingham Palace, London SW1A 1AA

Date:

Your address here:

**The Queen’s Birthday Letter Writing**

Dear ,

1. Introduce yourself and why you are writing.
2. Explain what you have done/will do for The Queen’s birthday celebrations.
3. Explain why you admire the Queen. Ask a question(s).
4. Conclusion: Repeat your reason for writing, thank the reader and send your best wishes.

Yours faithfully,

The Private Secretary to Her Majesty The Queen, Buckingham Palace, London SW1A 1AA

Date:

Your address here:

**The Queen’s Birthday Letter Writing**

Dear ,

1. Introduction
2. Paragraph 2
3. Paragraph 2
4. Conclusion

Yours faithfully,