

# The Queen's Birthday Letter Writing

Your address here:

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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 11<sup>th</sup> 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,

\_\_\_\_\_

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Date: \_\_\_\_\_

Dear \_\_\_\_\_,

1. Introduce yourself and why you are writing.

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2. Explain what you have done/will do for The Queen's birthday celebrations.

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3. Explain why you admire the Queen. Ask a question(s).

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4. Conclusion: Repeat your reason for writing, thank the reader and send your best wishes.

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Yours faithfully,

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Date: \_\_\_\_\_

Dear \_\_\_\_\_,

## 1. Introduction

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## 2. Paragraph 2

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## 3. Paragraph 2

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## 4. Conclusion

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Yours faithfully,

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