

# How to set out an Informal letter

(Modern)



your Street,
address over
your town,
here on the right
pandaide.

Tuner 5th e chate

Prat's over here!

Then drop down **one** line and write Dear

by the left hand margin.



Who is the letter to?

Write that here.

Your Primary School,

Your Street,

Your town,

Your County

Postcode

June 25th 2004

Dear

And don't forget the comma afterwards!



Your Primary School,

Your Street,

Your town,

Your County

Postcode

June 25th 2004

Dear

You're writing to a friend or relative so you can be *chatty* and *friendly* in your opening paragraph.



Dear

Hi, how are you doing? I know that you've just moved up a year at school. What's your new teacher like?

In your first paragraph you could tell your friend or relative some exciting news...

In your second paragraph you could tell your friend or relative how you're feeling...

In your third paragraph you could tell your friend or relative a secret...



At the end of your letter, don't forget to sign off.

Because you know them well, say goodbye in a friendly way...

Bakkelshidstees you

Finally, sign your name.



#### Your letter could look something like this:

Your Primary School,

Your Street,

Your town,

Your County

Postcode

June 25th 2004

Dear Scott,

Hí, how are you doing? I know that you've just moved up a year at school. What's your new teacher like? I bet he's really cool. Does he teach you how to write letters? Ours does. Today, my teacher taught us how to set a personal letter out correctly.

I'm in the top group for Literacy which is great. My two best friends in class are in the group too so we have a lot of fun. I've just started to use a fountain pen to write with, so my handwriting's getting really neat. I have to be very careful not to smudge my work; do you have fountain pens at school?

We've been swimming nearly every day since Easter. Our school has an outdoor pool which is fantastic. It's a bit cold to start with, but you soon warm up. I've learned to swim breaststroke now, but I still need to work on my frog's legs!

Well, I'm running out of room, so I'd better say goodbye for now. I hope your new class is good fun and you're learning lots!

Best wishes,



# How to set out an Informal letter

(Traditional)



With a sloping margin hand sixteode

Wour Primary School,
Your Street,
address over
Your town,
here on the right
hand sixteode

Prat's over here!

Then drop down **one** line and write *Dear* 

by the left hand margin.



Who is the letter to?

Write that here.

Your Primary School,
Your Street,
Your town,
Your County
Postcode

June 25th 2004

And don't forget the comma afterwards!



Your Primary School,
Your Street,
Your town,
Your County
Postcode

June 25th 2004

Dear

You're writing to a friend or relative so you can be *chatty* and *friendly* in your opening paragraph.

Write your first word under this comma.



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Your Street,
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Your County
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