

Tuesday 2<sup>nd</sup> February 2021  
OLI: To write an informal letter

Imagine that Heather wrote her family a note when she first left home. What might it say?

Look at this example of an informal letter. What do you notice? What do you need to remember to include in your letter?

12 Rose Cottage  
Lavender Lane  
Surrey  
CR11 0PT  
4<sup>th</sup> June 2020

Dear Oscar,

How are you? I miss seeing you at school so much but I wanted to write to you and find out how your new school is. What is your new teacher like? Are they as cool as Mr Jacob? Have you made lots of new friends? School is not the same without you but I hope you are having a great time where you are.

We had sports day last week and it was so funny! There was a parent race at the end. One of the dads, who was in first place, fell over just before the finish line so he ended up losing! I did really well on the javelin throw and managed to get a gold sticker because I was the best in our class. Nuffield house ended up winning the trophy so that is 3 years in a row now. Boo!

My birthday is coming up in 2 weeks and I can't wait to turn 8. It's going to be epic! Mum said I can have a party and a sleepover, but I can only have 3 friends to stay. Do you think you'll be able to come?

I hope you can write back soon.

From Caleb

### Informal letter features:

- Senders address (right hand side)
- Date
- Opening/appropriate greeting
- Paragraphs – each with a specific focus/subject
- Friendly closing
- Chatty, friendly tone
- Sign off with first name only

Can you spot all these features in the letter example?

Print this page and underline the features your can see.