

THEPLAYHOUSE

What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

- Thank-you letters;
- Postcards;
- Letters to friends or family who live further away.



1 Christmas Lane **Example of a Thank-you Letter** Newtown Northwood SA1 NTA Friday 2nd January 2015

Dear Santa,

I am writing to thank you for the lovely presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all and so beautifully wrapped. Your elves must have been very busy this year.

I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.

My brother James loved his train set and has been playing with it everyday since you delivered it. He loves the noises it makes and connecting all of the carriages together.

I hope you and Mrs Clause have a lovely holiday and the elves and reindeers have a well deserved rest.









Example of a Postcard

Dear Daisy

How are you? We are at the seaside! It has been like a dream and very nice weather too. What a treat! We have had ice cream every day and my Mum said maybe I can go on a donkey tomorrow and she will teach me to swim, what a week it's been! We've spent lots of money as it isn't cheap and our feet are tired but it's been worth it.

Lots of love and see you soon.

May xx

<u>Daisy McClean</u>

<u>3 Sheaf Street</u>

Milton Keynes

<u>MK3 3ET</u>



Example of a Letter to Friends or Family

Little Red Riding Hood 12 Fairy Tale Lane The Village FT7 8VP

Friday 23rd May 2015



Dear Gran,

How are you? Mum told me you haven't been feeling very well. I have baked you some of your favourite cakes and wondered when it would be possible for me to come and visit?

Hope to see you soon.

Lots of love Little Red Riding Hood xx











Step 1 – Write your address in the top right hand corner of your letter.

Daisy Happy Flat 23 Clarence House Long Lane Caggletonville CA12 4ON

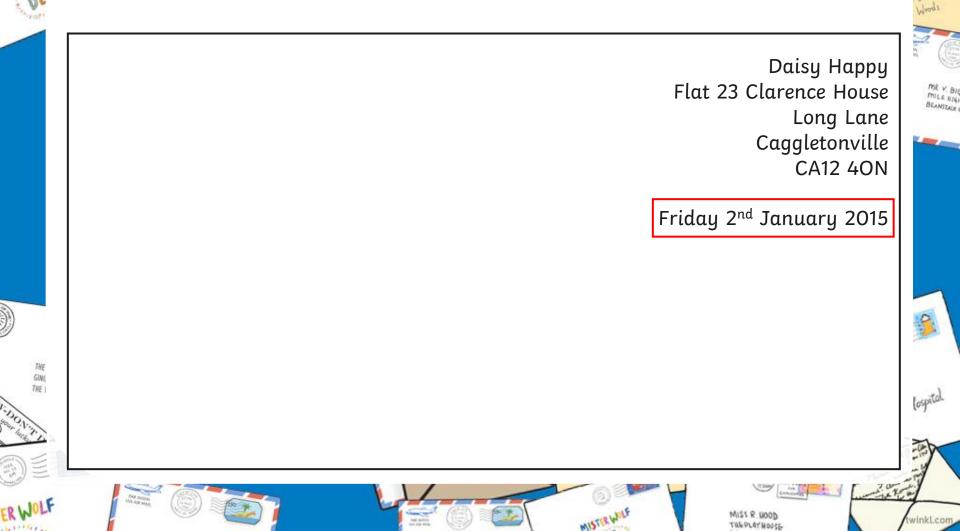
MISS R. HOOD







Step 2 – Write the date underneath your address.



Step 3 – Write the name of the person who the letter is for below the date on the left hand side. You can use 'Dear' or a more informal greeting, such as 'Hello', or 'Hi'. Add a comma after the person's name.

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	Long Lane Caggletonville	
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	Friday 2 nd January 2015	
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Step 4 – Tell the person why you are writing to them.



MR V. BI MILE RIG BEANSTALK



Friday 2nd January 2015

Flat 23 Clarence House

Daisy Happy

Caggletonville

Long Lane

CA12 40N

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Step 5 – Add any extra information you would like to tell them.

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I especially loved the bike and have been learning how to ride it, as I haven't had one without stabilisers before. The pink helmet is a perfect fit and I wear it to protect my head when I'm on my bike in case I fall off.







Step 6 – Finish off your letter using an appropriate ending e.g. 'Love from' or 'See you soon', followed by your name.

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Love from Daisy xx

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