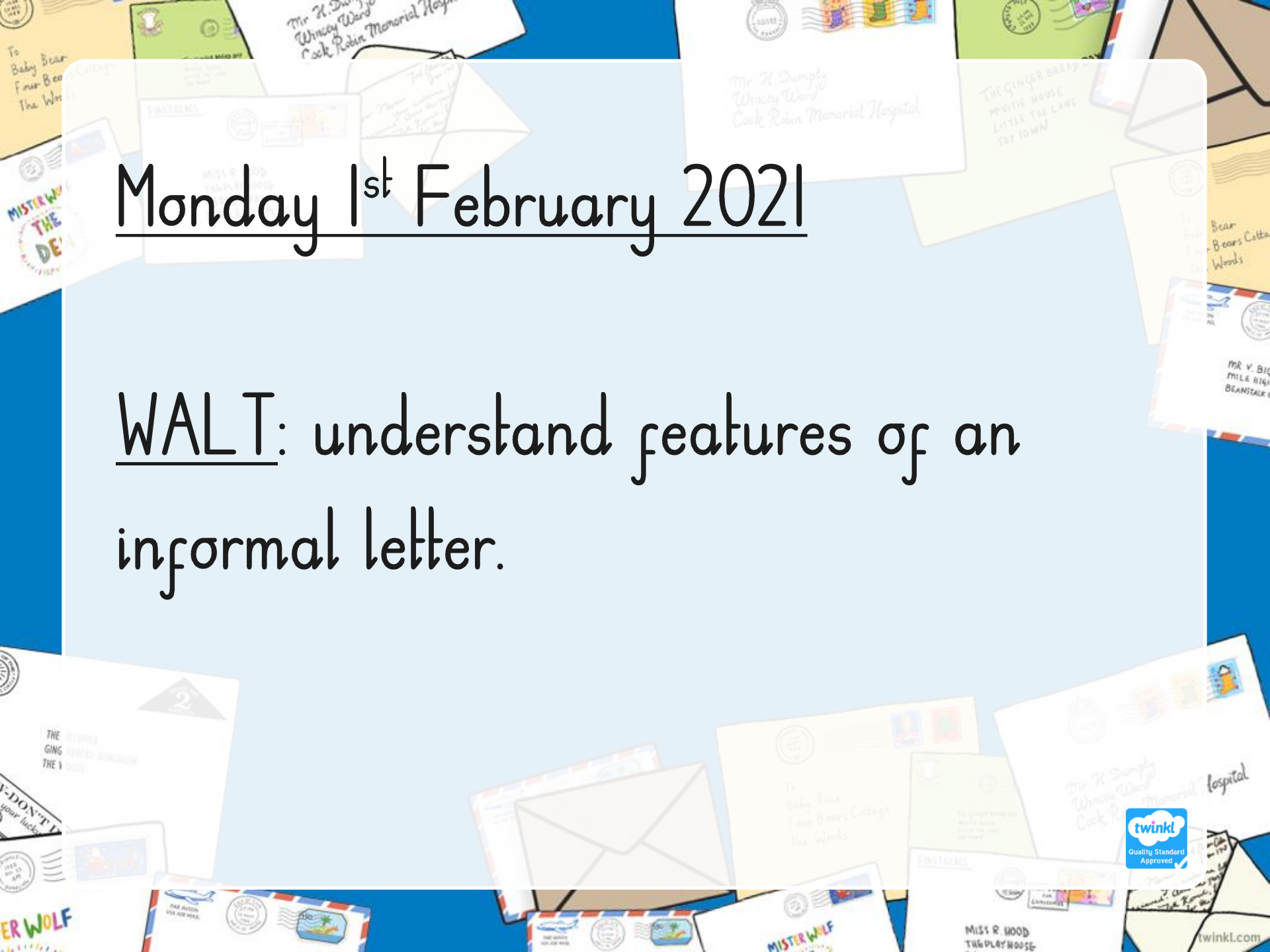


The background is a collage of various envelopes and postcards. Some envelopes are addressed to 'Mr H. Dimpley Wincey Ward Cock Robin Memorial Hospital', 'To Baby Bear Finer Bears Cottage The Woods', 'THE GINGER BREAD MAN MURPHY HOUSE LITTLE TOE LANE TOT TOWN', 'MR V. BIG MILE HIGH BEANSTALK', 'MISS R. WOOD THE PLAYHOUSE', and 'To Baby Bear Finer Bears Cottage The Woods'. There are also postcards with stamps and illustrations, including one with a wolf and the text 'MISTER WOLF THE DEATH'.

Monday 1st February 2021

WALT: understand features of an informal letter.

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.

Example of a Thank-you Letter

1 Christmas Lane
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 Claus have a lovely holiday and the elves and reindeers have a well deserved rest.

Love from
Daisy xx

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



Daisy McClean

3 Sheaf Street

Milton Keynes

MK3 3ET

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

Features of a letter

Address — where the letter is going to.

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

Features of a letter

The date underneath the address.

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

Friday 2nd January 2015

Features of a letter

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.

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

Friday 2nd January 2015

Dear Santa,

Features of a letter.

Telling the person why you are writing to them.

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

Friday 2nd January 2015

Dear Santa,

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Features of a letter

Extra information.

Daisy Happy
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Long Lane
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CA12 4ON

Friday 2nd January 2015

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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.

Features of a letter

An appropriate ending e.g. 'Love from' or 'See you soon', followed by your name.

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

Friday 2nd January 2015

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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.

Love from
Daisy xx