

Example

Reddal Hill Primary School,
Trinity St,
Cradley Heath
B64 6HT

Dear Mr Pender,

I hope that you and all of your family
are OK.

I have been trying to get outside to complete my
daily exercise and not watch too much T.V
during lockdown. I have been watching BBC
bitesize. The science programmes are really
interesting, you would like them!

Have you been to the park lately?

Please write back soon, I miss chatting.

Yours sincerely,

Ms Doran