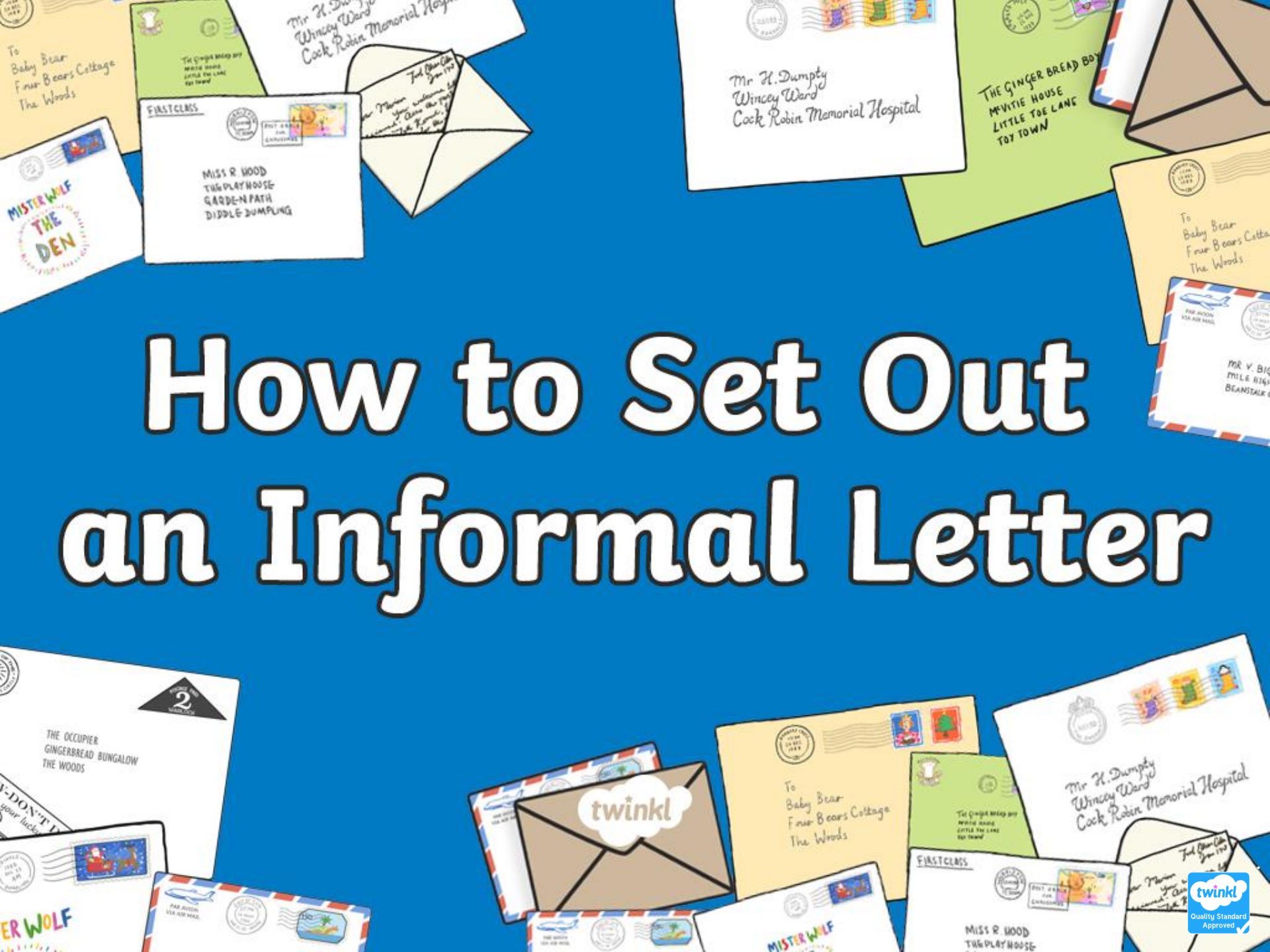

How to Set Out
an Informal Letter
twinkl
Quality Standard Approved

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

How to Write an Informal Letter

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

How to Write an Informal Letter

Step 2 – Write the date underneath your address.

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

Friday 2nd January 2015

How to Write an Informal Letter

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.

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

Friday 2nd January 2015

Dear Santa,

How to Write an Informal Letter

Step 4 – Tell the person why you are writing to them.

Daisy Happy
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Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

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How to Write an Informal Letter

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

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How to Write an Informal Letter

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

Daisy Happy
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Long Lane
Caggletonville
CA12 4ON

Friday 2nd January 2015

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Love from
Daisy xx


To
Baby Bear
Four Bears Cottage
The Woods
FIRSTCLASS
MISS R HOOD
THE PLAY HOUSE
GARDEN PATH
DIDDLE DUMPLING
MISTER WOLF
THE DEN
Mr H. Dumpty
Wincey Ward
Cock Robin Memorial Hospital
THE GINGER BREAD BOY
MCVITIE HOUSE
LITTLE TOE LANE
TOY TOWN
THE OCCUPIER
GINGERBREAD BUNGALOW
THE WOODS
twinkl