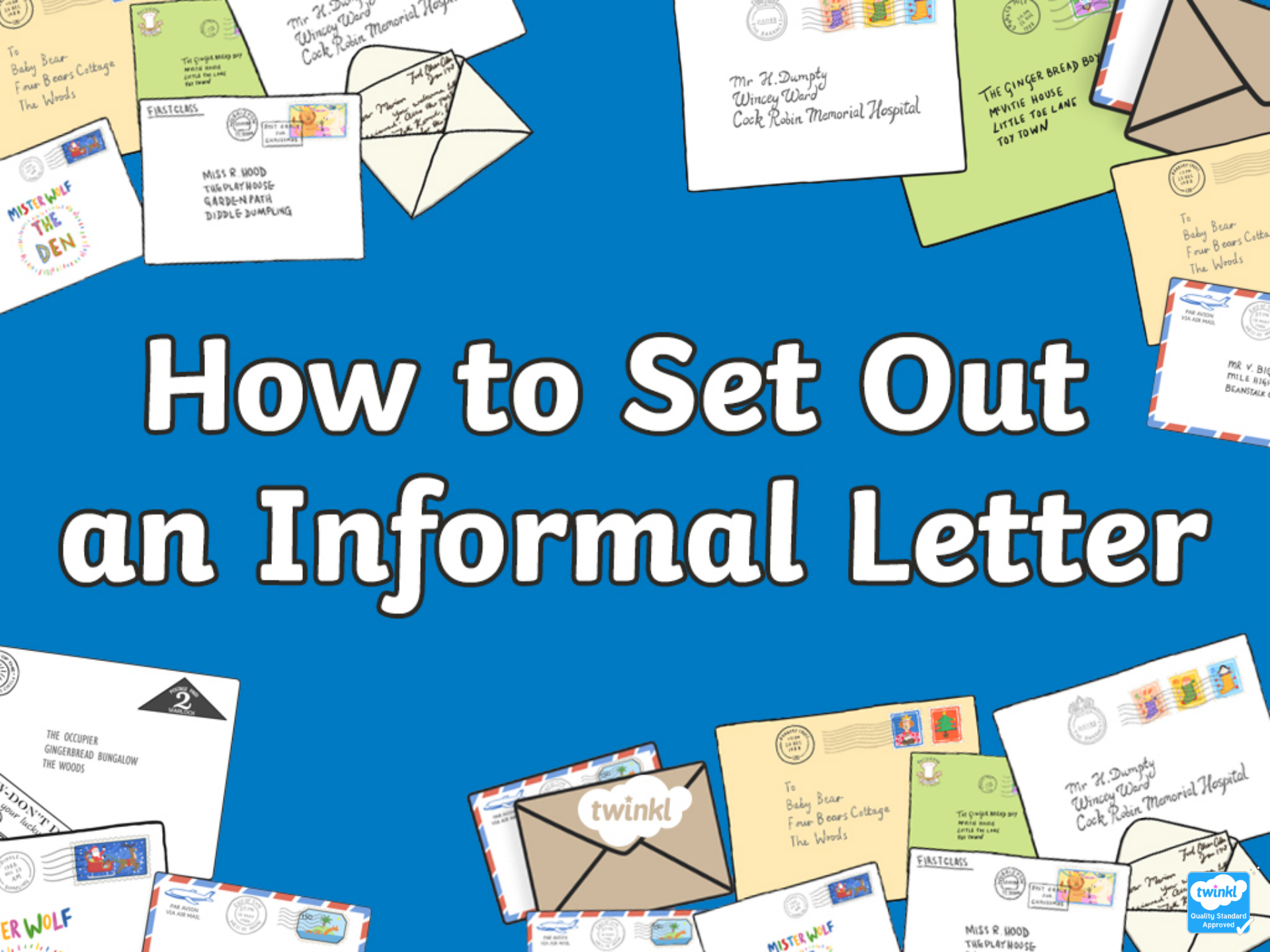


# How to Set Out an Informal Letter





# Example of a Thank-you Letter

1 Christmas Lane  
Newtown  
Northwood  
SA1 NTA

Friday 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> January 2015

Dear Santa,



# How to Write an Informal Letter

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

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

Friday 2<sup>nd</sup> 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.

# How to Write an Informal Letter

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

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

Friday 2<sup>nd</sup> 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.

# 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  
Flat 23 Clarence House  
Long Lane  
Caggletonville  
CA12 4ON

Friday 2<sup>nd</sup> 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.

Love from  
Daisy xx

