

# Y2 Letter Writing: Informal Example Text

## Annotated Genre Features

<sup>1</sup>sender's address

2 Stone Cottages  
Old Road  
Dawling  
DW72 5HY<sup>1</sup>

<sup>2</sup> today's date

3rd November 2016<sup>2</sup>

<sup>3</sup> 'Dear' and the recipient's name followed by a comma

Dear Father Christmas,<sup>3</sup>

<sup>4</sup> introduction to establish the purpose of the letter

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children's toys in your workshop.<sup>4</sup>

<sup>5</sup> adds more detail

<sup>6</sup>conclusion to finish the letter

The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn't a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.<sup>5</sup>

<sup>7</sup>signs off using 'love from'

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher's special helper for the listening station at school.<sup>5</sup>

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don't see you by our fire. What a busy man you are going to be!

Love from,<sup>7</sup>  
*Jack Box*