



# How to Set Out 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 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 24th April 2020

# 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 24th April 2020

Dear Auntie Jo,



# 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 24th April 2020

Dear Auntie Jo,

I am writing to see how you are and to tell you the types of things we have been up to since we have been in lockdown. We have all really been missing you and we have enjoyed being able to talk to you on facetime, when it doesn't freeze.

# How to Write an Informal Letter

Step 5 – Add any extra information you would like to tell them. Try to write 2 or 3 paragraphs here- You could ask them questions, you could tell them your thoughts.

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

Friday 24th April 2020

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I am writing to see how you are and to tell you the types of things we have been up to since we have been in lockdown. We have all really been missing you, although we have enjoyed being able to talk to you on facetime, when it doesn't freeze.

We are not getting up as early as we normally do, mainly because we go to bed a lot later than we usually do. Mum has been home schooling us, which is ok, but sometimes we get bored. We like being able to choose the PE we do each day. We get to go out for walks and have been taking our scooters. Have you been going out for a walk each day?

# 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.

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Flat 23 Clarence House  
Long Lane  
Caggletonville  
CA12 4ON

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Love from  
Alfie xx

