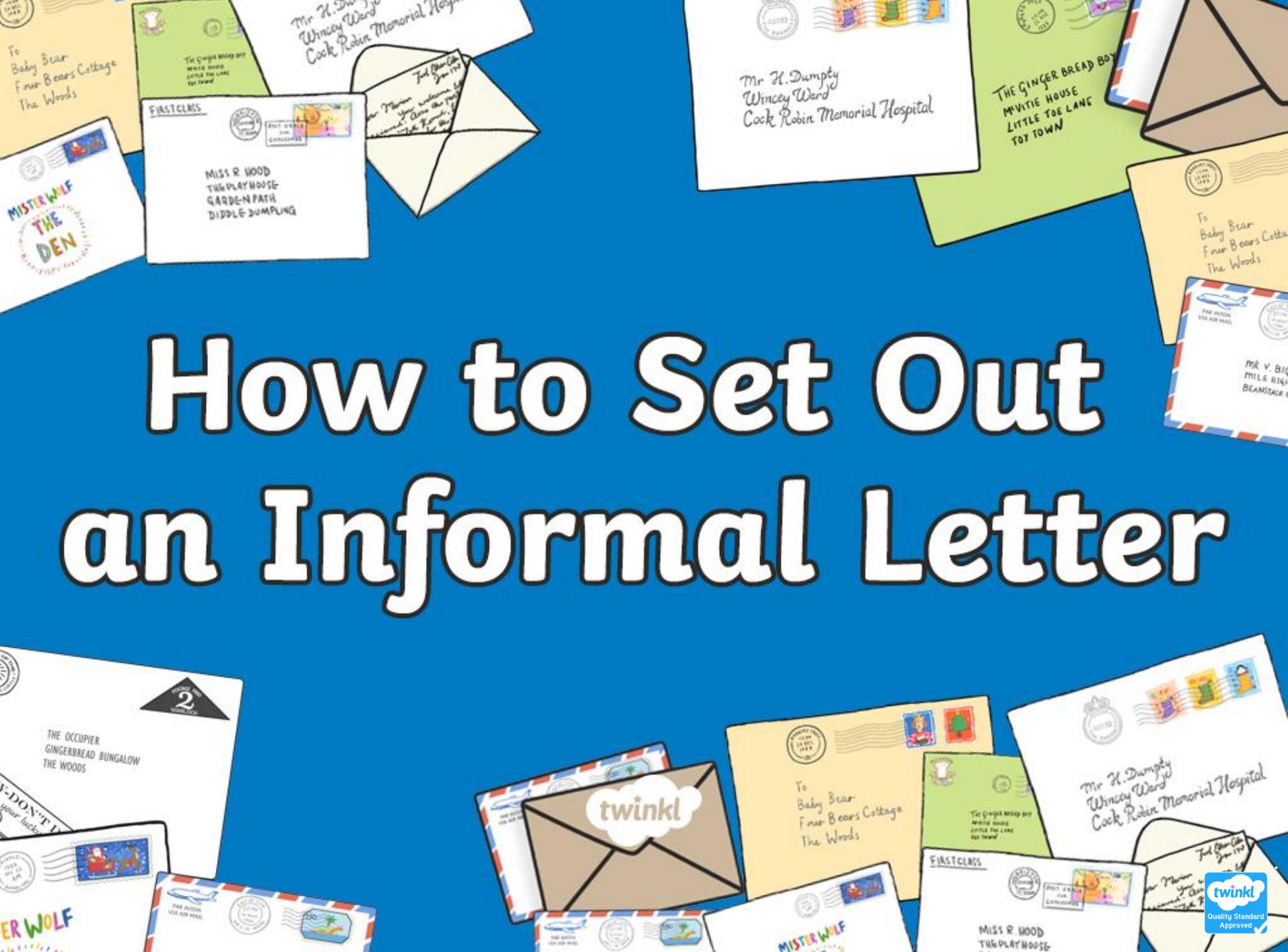


How to Set Out an Informal Letter



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

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