

Types of Letters

Letter Writing



Why are Letters Important?

Have you ever received a letter?

What was the letter about?

Did you keep the letter to share again?

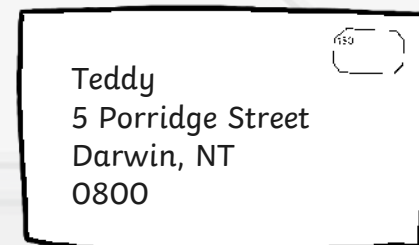
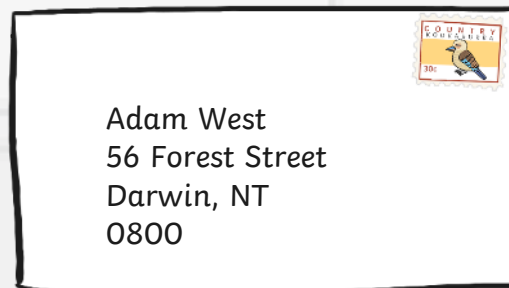
Did you write back and send a reply?



Different Types of Letters

People send letters for many different reasons.

Can you think why you might send or receive a letter?



Different Types of Letters

Letters can be organised under two headings. These are called **formal letters** and **informal letters**.

Formal letters are letters which are sent to people you don't know. They can be sent for different reasons, for example to complain about something, to give or ask for information or to make an appointment. Formal letters are usually set out in a certain way.

Informal letters are letters which are sent to people you know. For example, sending a postcard telling someone about your holiday, to say, "thank you" for a birthday present or writing to friends or family who might live a long way from you.



Activity

Sorting Letters Game

Look at the letters on the next few slides and see if you can sort them into formal and informal letters.

When you have decided which type of letter you think they are click on the answer envelope to reveal the answer.



The Three Bears
Three Bears' Cottage
Fairy Tale Land
2000

Goldilocks
Bramble House
Fairy Tale Land
2000
1st January 2017

Dear Daddy Bear,

I am writing to complain about the chairs in your sitting room. They are most uncomfortable and when I sat on one whilst visiting recently, it broke. I fell and I hurt my leg! I would be most grateful if you could use stronger wood in future.

Also, I was very upset that you were cross when you saw me in your house. If you do not wish to have visitors (even people you do not know) then you should not leave your front door unlocked.

Yours Sincerely
Goldilocks



Dear Daisy,
How are you? We are on a holiday in Broome. It has been like a dream and the weather has been very hot too. What a treat! We have had ice-cream every day and fish and chips for dinner. My mum said maybe I can go on a camel ride tomorrow and we can collect shells on the beach. What a week it's been! We've spent lots of money as it isn't cheap and I got sunburnt but it's been worth it. Lots of love and see you soon.

Sarah xx



Daisy McLean
27 Burns Street
Fremantle, WA
6160



Answer

Tom Williams
27 Walker Street
Carlton, Victoria
3053

Dear Santa,

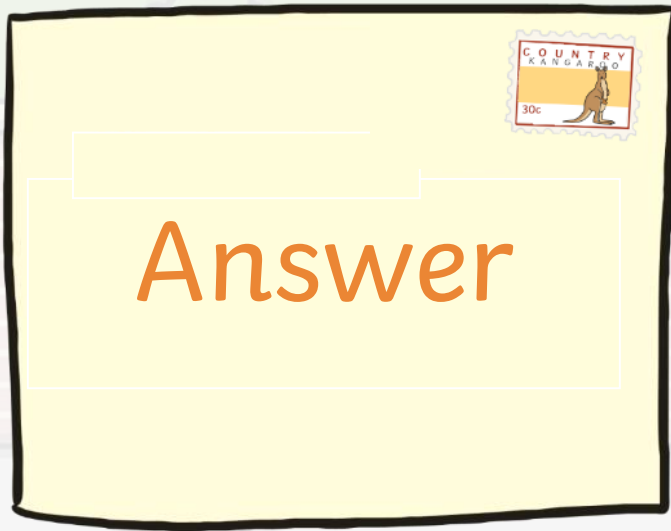
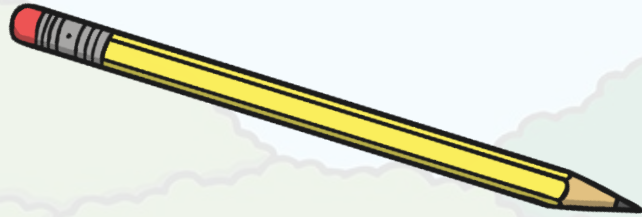
I am writing to thank you for the awesome presents you left at my house on Christmas Eve. I couldn't believe my eyes when I saw them all. Your elves must have been very busy this year.

I especially loved the bike and I have been learning how to ride it, as I haven't had one without training wheels before. The green 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 every day 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 Tom xxx



Mummy Bear
Three Bears' Cottage
Fairy Tale Land
2000

Get Well Hospital
Healthy Road
Any Town
2000
Wednesday 3rd June 2017

Dear Mummy Bear,

I am writing to inform you that you have an appointment with Doctor Cure on Friday 29th June at 10am. If you are unable to attend please could you contact us as soon as possible to arrange a more suitable time.

Yours Sincerely
Nurse Caring



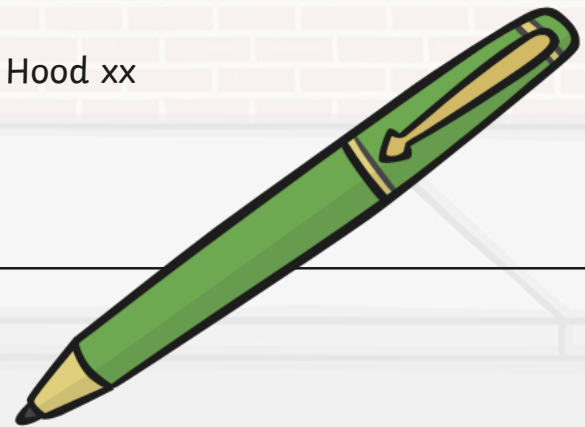
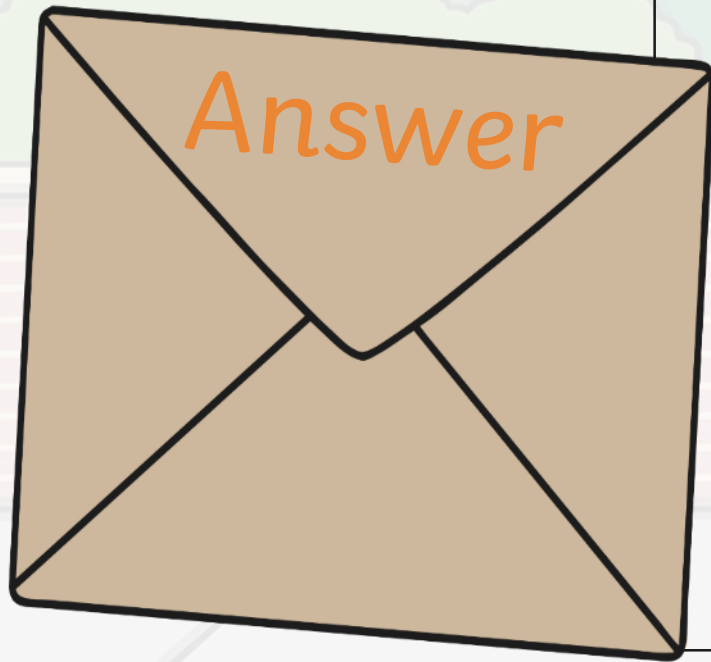
Gran's Cottage
Dark Wood Lane
Forest Town
4000
Friday 23rd May 2017

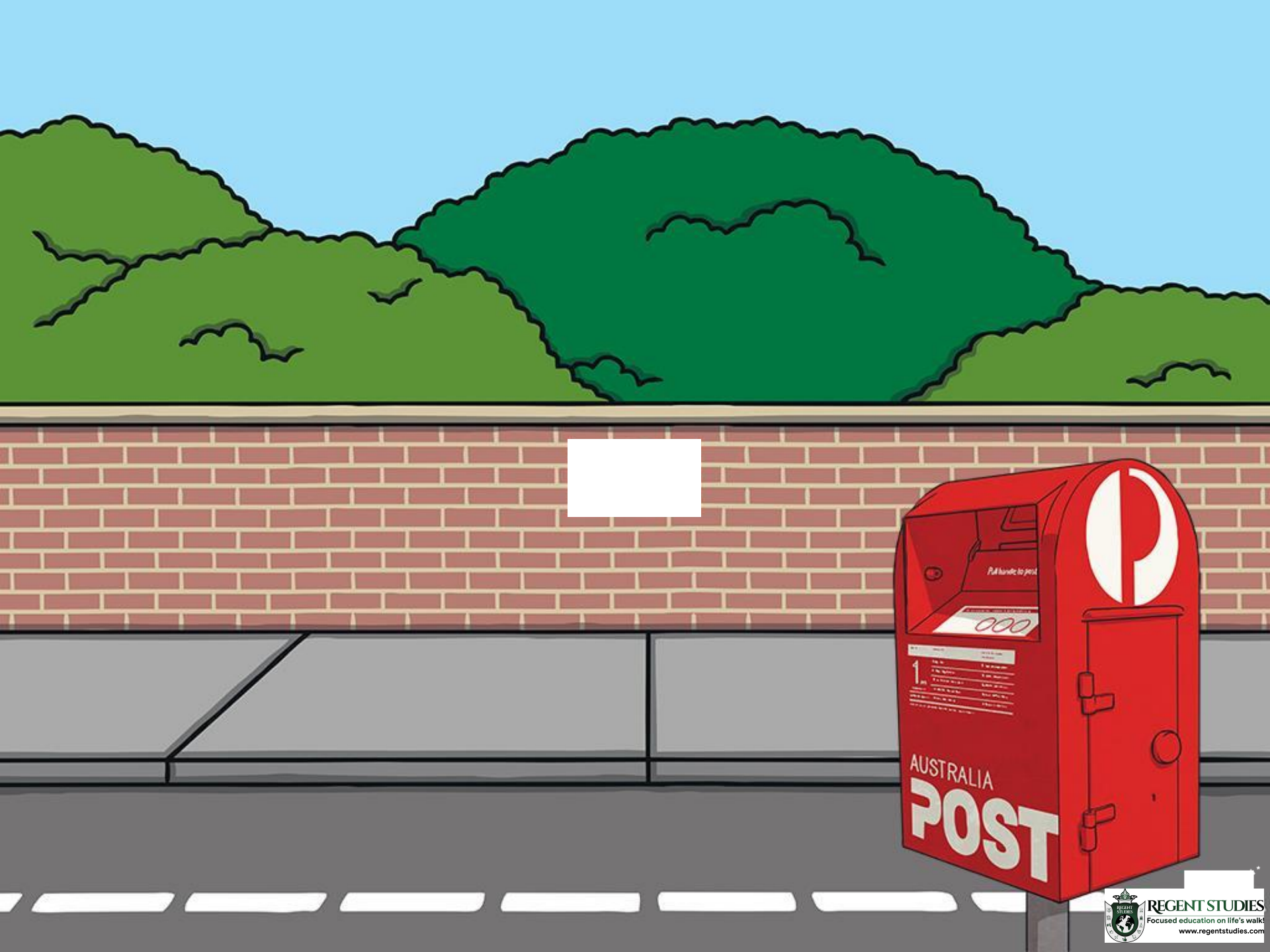
Dear Gran,

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





[Redacted]

