

Letter Writing

Letter writing is a chance for someone to communicate with another person. Formal letters are usually serious and written to someone you might not know. The letter might be to ask for something or share your opinion. Informal letters are sent to people you already know. They use friendlier language than a formal letter. You might be writing to say thank you for something or to say hello to a family member or friend who lives far away.

An Informal Letter

Friday 2nd July 2021

Dear Aunty Susie, (Dear _____, this is the person they are writing to)

Thank you very much for the present you sent me for my eighth birthday. I love the hat! It has all my favourite colours and is so warm. The colouring pens are perfect too. My old ones were just running out so now I can keep colouring! (writing is informal and more friendly)

We had a fun day with my family and friends. We played party games and ate yummy food. Mum made me a rainbow cake with eight candles on the top!

I hope you are well and I can't wait to see you again soon.

Lots of love, (says goodbye in an informal, friendly way because they know the person)

Ella

A Formal Letter

Friday 2nd July 2021 (the date the letter was written)

Dear Mrs Cameron, (Dear _____, this is the person they are writing to)

I am learning about New Zealand native birds in class. We are to create a booklet on our favourite bird and I would like to write about kererū. Can I please book a time to come to the school library to find some research books about kererū? (writing is formal and more serious)

Kind Regards, (says goodbye in a formal way, another way is to say 'Yours Sincerely')

Connor