

Different Types of Letters

People send letters for many different reasons.

To complain.



To say, "thank you."

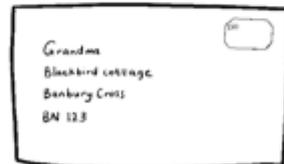


To write to friends or family.



To send a postcard telling someone about your holiday.

To make appointments.



To give or receive information



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.

Y2 Letter Writing: Informal Example Text

2 Stone Cottages
Old Road
Dawling
DW72 5HY

3rd November 2016

Dear Father Christmas,

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.

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.

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.

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,

Jack Box

Annotated Genre Features

¹sender's address

2 Stone Cottages
Old Road
Dawling
DW72 5HY¹

²today's date

3rd November 2016²

³'Dear' and the recipient's name followed by a comma

Dear Father Christmas,³

⁴introduction 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.⁴

⁵adds more detail

⁶conclusion 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.⁵

⁷signs off using 'love from'

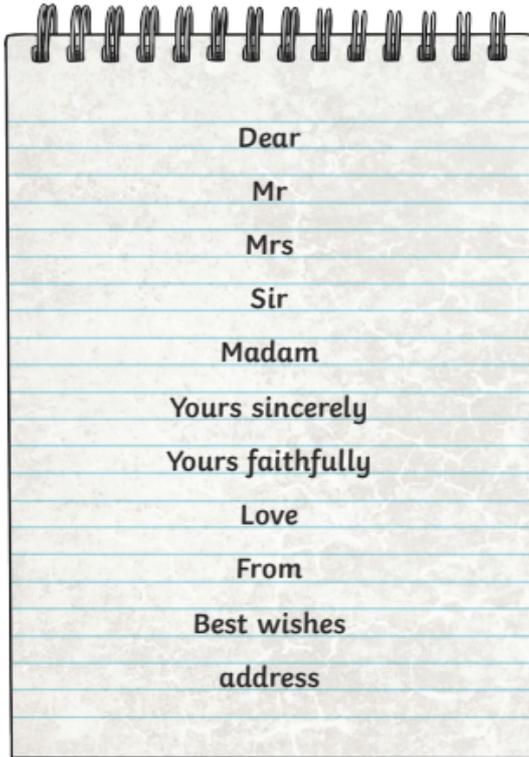
I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher's special helper for the listening station at school.⁵

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!⁶

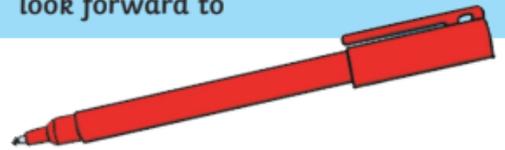
Love from,⁷

Jack Box

Year 2 Letter Writing Word Mat



writing	invite	reply	complain
inform	because	and	when
if	that	but	or
look forward to			



Your Task:

At the moment, we are all being asked to spend time at home, to stop the spread of the coronavirus and to stay safe. During this time, we are missing friends at school and family relatives that we cannot visit.

Write an informal letter to a friend or family relative that you miss and tell them how you are and what you've been doing at home.



My plan

Your address:

Recipient's address:

Date:

Dear

Points to include in the introduction, detail and conclusion:

Sign off:



HOT WRITE



This is the writing tool kit I have chosen to use for this piece of writing.



Include all the features of an informal letter.



Capital letters, full stops, commas and apostrophes used correctly.



Finger spaces between words



Correct letter formation.



Phonic knowledge used to spell words.



Spell year 1 and 2 common exception words correctly.

