

Writing a LETTER or an EMAIL

Informal

*Hi there!
Dear John,
Hello John,*

1. Heading

1b. Date (FOR LETTERS)

Position: up right

LETTER:
Address

EMAIL:
To:
From:
Object:

2. Greeting

- It starts with a capital letter

*How are you? I hope you are ok.
I'm writing to tell you...*

- It can refer to a message you received

Thank you for your letter...

- You can finish asking something

What about you? Tell me about...

3. Body

4. Closing

*Bye for now,
All the best,
Lots of love,
Love,
Take care,*

5. Signature

6. Postscript

*PS: Say hi to
Granpa*

Brighton, 15th June

Dear Ella

Thank you for the card you sent me for my birthday. Grandpa and I are having a nice holiday at the seaside. We go walking every morning and we have lunch on the beach if the weather is sunny. Today it's raining, but tomorrow is going to be nice and warm. Would you like to come here at the end of the term? Our holiday home is big and comfortable. You can bring a friend if you want. Brighton has lots of nice shops. I'm sure you'll have a nice time here.

• All the best for the end of the school.

When are your exams?

• Grandpa sends his love.

• **Lots of love.**

Gran

Example of letter



To: John

From: Mark

Object: from Manchester

Hello John!

How are you? I hope you're OK. I'm fine.

I'm writing to tell you about my new life in Manchester. My new house is a detached house, with a big garden. I can play football there! My bedroom is big and I don't have to share it with my brother! 😊 I've already put up my football posters. My new school isn't too bad but it's quite far away. I have to get the bus there. It takes half an hour, so I have to get up earlier now! I've joined the school basketball team and I train twice a week.

But what about you? How's it going at school? Are you still worried about maths tests?

Did you go on any school trips this summer?

Ok, that's all for now. Write to me soon and tell me about you.

All the best for your next maths test.

Bye for now!

Mark

Example of email