Example

Paragraphs	Ideas	
1 Opening	What is your name? Why are you writing this letter?	Billy I want to be Fiona's friend.
2 About me	How old are you?	8
	Where do you live?	Sha Tin
	Do you have any brothers or sisters?	1 sister
	What is the name of your school?	Sunny Primary School
	Which class are you in?	2C
3 My activities after school	What activities do you do during the week?	Mon 4:30 p.m. – kung fu lessons Wed 6:15 p.m. – Cub Scouts Fri 5:45 p.m. – study with tutor Sat & Sun 6:00 p.m. – visit grandparents
4 Closing	When can you meet Fiona?	Sat, 2:30 p.m.

LIVEWORKSHEETS

Write 'Dear ...' . Use a comma after the name.

Dear Fiona,

My name _____ . I want to be your friend.

Start a new line for a new paragraph and indent the paragraph.

I am eight years old. I live _____ .

I have _____ . I go _____

_____ . I am in _____ .

I am busy after school. I have kung fu lessons at four thirty in the afternoon on Mondays. _____

_____

_____

_____

_____

_____

I am free on _____ . I can come to your house at _____ in the _____ .

I can't wait to meet you! I hope we can _____ .

Best wishes,

Write your name here.

Billy

LIVEWORKSHEETS