

Name:

Date:

Writing a letter to a friend

Objective	To write a letter to a friend			
Success Criteria	Write your address on the top right of the page	Miss a line and write the date under your address	Miss a line again, and start your letter with "Dear..." on the left-hand side	Write what you want to say
Outcomes	I can address a letter			
	I can use the common features of a letter (date, greeting, sign-off, signature)			
	I can write the body of the letter			
Guided	Prompted		With Support	Independent
Emerging	Initial Development		Ext. Development	Secure

18 Scooby-dou Lane
Middlebottom
London
UB4 0PQ

30 June 2021

Dear Aunty Betty,

It was really lovely to see you yesterday. We should meet more often. Thank you for your lovely present of a jumper with my face knitted into it. I do hope you love your lavender bath salts. I hope to see you soon.

Lots of love

MB

Some greetings you might use (choose one)

Dear	(this is the most common letter greeting)
Dearest	(Save this for a very close family member)
Dear Colleagues	(Use this when writing to someone you work with).
Hi	(Use this when writing to a friend)

Some sign offs you might use (choose one)

Yours faithfully	(use this when writing to an older family member)
Lots of love	(use this when writing to someone close to you such as mum/ dad/ brother/ sister)
Best wishes	(Use this when writing to a friend).
Your friend	(use this when writing to a close friend)

Write your address here

Write today's date here

Write your greeting here

Write what you want to say here.

Write your sign-off here.

Signature.