

150 Tennyson Street
Anytown
Lancashire
PR1 6SU
October 15th 1987

Dear Fred,

I hope you're well. I'm sorry I didn't write earlier because I've been so busy with moving house.

As you know, I didn't want to move to Anytown, but our new home is lovely. I have a big bedroom overlooking the garden and I helped mum to paint the walls yesterday. We chose a light blue colour to brighten it up. Once the paint is dry, I am going to put some pictures and posters on the walls too. If you ever fancy a trip to Anytown, you're more than welcome to come and stay. It would be great to see you.

A boy called Mark lives next door. He is in the same class as me at school. Although I'm not very good at sport, Mark is, and he has promised to show me how to improve my football and tennis skills. Whilst I was talking to Mark, he also told me that he loves animals. He has lots of pets and said he wants to be a vet when he grows up.

I'm still thinking of becoming a writer when I'm older. When it's finished, would you like me to send you the story I'm writing at the moment? It's all about spies going on an adventure. I think you will really enjoy it.

Please write back soon. I'm looking forward to hearing all your news.

All the best

Tom

Features of an informal letter

- Senders address on right hand side
- Date
- Opening / appropriate greeting
- Paragraphs – each with a specific focus or subject
- Friendly closing
- Chatty, friendly tone
- Contractions (eg I'm, didn't etc)
- Sign off with first name only

Informal Letter Blank Template

DJ Losen



Informal Letter Blank Template:

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