

Formal and informal letter templates

Differentiation resources



Writing an informal letter

Decide where each option below goes on your letter template.

Your first name, and maybe a signature
Your address
The date
Introduction/say why you are writing. For example: I'm writing to....
Next point (paragraph two)
Dear Sue / Dad
Next point (paragraph three)
Conclusion. For example: I hope you can make it to the party.
Next point (paragraph four)

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Writing a formal letter when you don't know the name of the person you are writing to.
Decide where each option below goes on your letter template.

Next point (paragraph two)
Dear Sir or Madam
Reference/subject line. For example: Your ref: 231SWP
The position of the person you are writing to. For example: The Manager
Introduction/say why you are writing. For example: I am writing to....
Conclusion. For example: I look forward to resolving this issue very swiftly.
The date
Their address
Next point (paragraph three)
Your address
Next point (paragraph four)
Yours faithfully (Print your first and last name) (Your signature)

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Writing a formal letter when you don't know the name of the person you are writing to.
Decide where each option below goes on your letter template.

Next point (paragraph two)
Dear Mr Smith or Dear Sam Smith
Reference/subject line. For example: Your ref: 231SWP
The name of the person you are writing to. For example: Mr Sam Smith
Introduction/say why you are writing. For example: I am writing to...
Conclusion. For example: I look forward to resolving this issue very swiftly.
The date
Their address
Next point (paragraph three)
Your address
Next point (paragraph four)
Yours sincerely (Print your first and last name) (Your signature)