

Formal and informal letter templates

Model answers



Writing an informal letter

In each box describe what you would expect to find in it.

For example, you might write **Dear Dan/Mum** or **My address goes here**.

Your address goes here.
It is okay to make the
address up.

The date goes here.

Dear Dan / Mum

I'm writing to....
(Give the reason for writing to them)

(Write your next point here)

(Write your next point here)

(Write your next point here)

(Write your conclusion) For example:
I can't wait to catch up with you again! It would be great to see you at ...

Love from
(Print your first name here)

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Writing a formal letter

when you don't know the name of the person you are writing to.

In each box below, write the features of a formal letter that you would expect to see there.

For example, you might write **The address where I am sending the letter to** in one of the boxes.

Your address goes here.
It is okay to make the
address up.

The date goes here.

(The position of the person you are writing to goes here). For example: The Manager

The address you are writing
to goes here.

Dear Sir or Madam

Reference/subject line

I am writing.... *(State the reason you are writing the letter)*

(Add your next point)

(Add your next point)

(Add your next point)

I look forward to hearing from you very soon. *(Write a conclusion)*

Yours faithfully
(Your signature)
(Print your first and last name)

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Writing a formal letter

when you know the name of the person you are writing to.

In each box below, write the features of a formal letter that you would expect to see there.

For example, you might write **The address of the person I am writing to** in one of the boxes.

Your address goes here.
It is okay to make the
address up.

*(The name of the person you are writing to
goes here).* For example: Mr Sam Smith

The date goes here.

The address of the person
you are writing to goes here.

Dear Mr Smith

Reference/subject line

I am writing.... *(State the reason you are writing the letter)*

(Add your next point)

(Add your next point)

(Add your next point)

I look forward to hearing from you very soon. *(Write a conclusion)*

Yours sincerely
(Your signature)
(Print your first and last name)