YEAR 3 · WRITING

Writing a Letter Layout and Format

Practise the parts of a friendly letter and where each part belongs.

Name _____ **Date** _____

1 Put the letter parts in order

Write 1–5 in the boxes to show the order you would use them in a letter.

- ☐ The date
- ☐ The closing and your name
- ☐ Your address
- ☐ The message
- ☐ The greeting

2 Plan your letter

Imagine you are writing to a friend or relative about a fun day. Jot down a few ideas.

I am writing to _____

The news I will share _____

One detail I will include _____

3 Write your friendly letter

Use a made-up address, not your home address. Put your address at the top right and the date underneath. Start the other parts at the left.

YOUR ADDRESS · TOP RIGHT

_____

_____

DATE · UNDER YOUR ADDRESS

_____

GREETING

_____

YOUR MESSAGE

_____

_____

_____

_____

_____

_____

_____

CLOSING

_____

YOUR NAME

_____