YEAR 5 • WRITING

Writing a Formal Letter

Practise the parts of a letter and choose language that is polite and formal.

Name _____ **Date** _____

1 Put the letter in order

Write 1–6 in the boxes to show the order these parts usually appear in a formal letter.

- ☐ Recipient’s address
- ☐ Greeting
- ☐ Your address
- ☐ Main paragraphs
- ☐ Date
- ☐ Sign-off and your name

2 Make the language formal

Rewrite each informal phrase using polite, formal language.

“Hi, I want you to start a club.”

_____

“Can you sort this out?”

_____

“It would be really cool.”

_____

3 Plan and write your letter

Write to your headteacher to suggest a new lunchtime club. Explain why pupils would enjoy it and give a reason it would be useful. Use two paragraphs and a polite tone.

Your address

_____

_____

Date

_____

Headteacher’s address

_____

_____

Greeting

_____

Now write your paragraphs. Remember to finish with a suitable sign-off.

_____

_____

_____

_____

_____

_____

_____

Sign-off

_____

Your name

_____