



Letter Writing

An informative PowerPoint about
Letter Writing



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Why Are Letters Important?

Have you ever received a letter?

What was the letter about?

Did you keep the letter to share again?

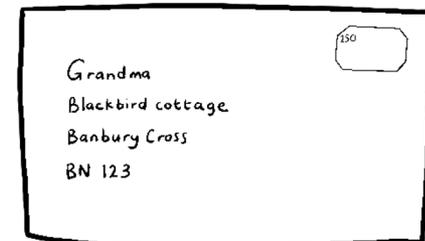
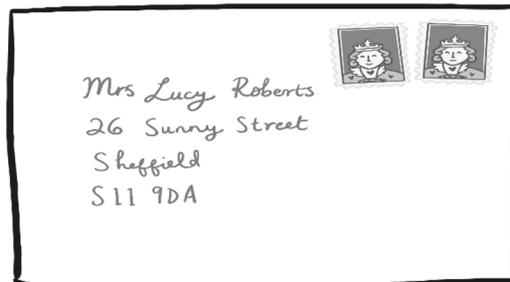
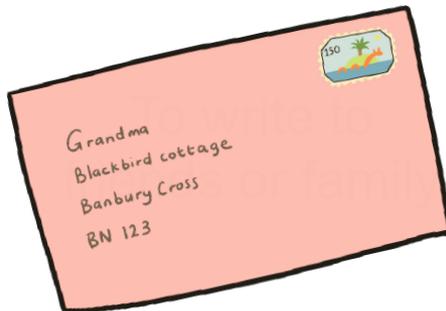
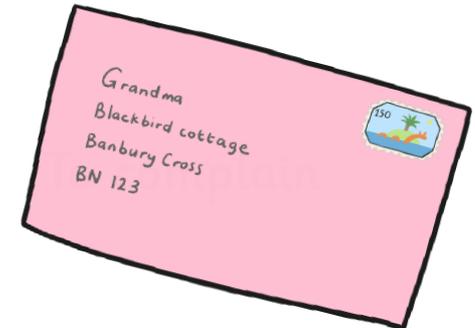
Did you write back and send a reply?

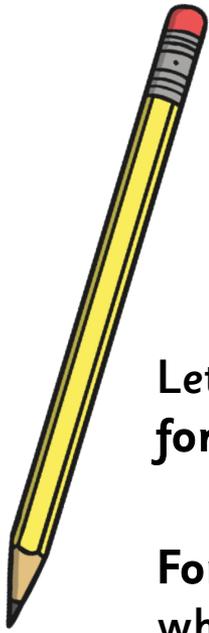


Different Types of Letters

People send letters for many different reasons.

Can you think why you might send or receive a letter?





Different Types of Letters

Letters can be organised under two headings. These are called **formal letters** and **informal letters**.

Formal letters are letters which are sent to people you don't know. They can be sent for different reasons, for example to complain about something, to give or ask for information or to make an appointment. Formal letters are usually set out in a certain way.

Informal letters are letters which are sent to people you know. For example, sending a postcard telling someone about your holiday, to say, "thank you" for a birthday present or writing to friends or family who might live a long way from you.



The Three Bears
Three Bears' Cottage
Fairy Tale Land
FL00 ABC

Dear Daddy Bear,

I am writing to complain about the chairs in your sitting room. They are most uncomfortable and when I sat on one whilst visiting recently it broke. I fell and I hurt my leg! I would be most grateful if you could use stronger wood in future.

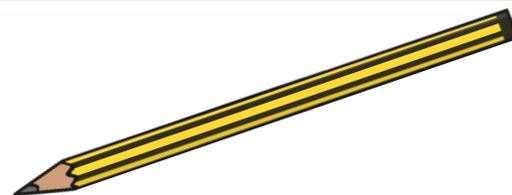
Also, I was very upset that you were cross when you saw me in your house. If you do not wish to have visitors (even people you do not know) then you should not leave your front door unlocked.

Yours Sincerely
Goldilocks

Goldilocks
Bramble House
Fairy Tale Land
FL01 DEF

Monday 1st June 2015

A letter of complaint is a formal letter. It contains the address of the person that the letter is being sent to, along with the address of the person who is writing the letter.





Dear Daisy

How are you? We are at the seaside! It has been like a dream and very nice weather too. What a treat! We have had ice cream every day and my Mum said maybe I can go on a donkey tomorrow and she will teach me to swim, what a week it's been! We've spent lots of money as it isn't cheap and our feet are tired but it's been worth it.

Lots of love and see you soon.

May xx

Daisy McClean

3 Sheaf Street

Milton Keynes

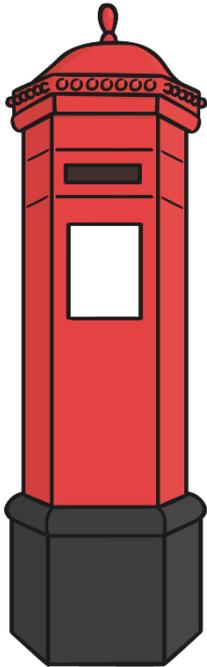
MK3 3ET

A postcard is an informal letter, usually sent to someone you know.



Mummy Bear
Three Bears' Cottage
Fairy Tale Land
FL00 ABC

Get Well Hospital
Healthy Road
Any Town
AN3 JKL
Wednesday 3rd June 2015



Dear Mummy Bear,

I am writing to inform you that you have an appointment with Doctor Cure on Friday 29th June at 10am. If you are unable to attend please could you contact us as soon as possible to arrange a more suitable time.

Yours Sincerely
Nurse Caring

A letter for an appointment is a formal letter. Formal letters often end with 'Yours Sincerely' followed by the name of the person who is writing the letter.

