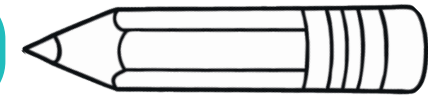


Informal Letters



Does your informal letter include...

the sender's address?	
the date?	
an appropriate greeting?	
an introduction?	
vocabulary that shows a chatty, informal style?	
a conclusion?	
a complimentary close?	
the sender's name or signature?	

Word Bank

address	enough	thank you
after	favourite	therefore
although	mention	though
answer	please	thought
because	possible	until
before	promise	when
dear	since	

Complimentary Closes

All the best,

Best wishes,

Don't forget to...

I can't wait to...



Love from,

See you soon,

Speak soon,

Talk soon,

Thinking of you,

Until next time,

Sentence Starters

After that...

Although I...

Before I tell you about...

Did you know that...?

Do you remember when...?

I am writing because...

I am writing to tell you that...

I hope that...

When I next...

Greetings

Dear...

Good afternoon...

Dearest...

Good morning...

Hello...

Greetings...

Hi...

My dear friend...

To...



Key Punctuation

Aa

capital letters

.

full stops

?

question marks

!

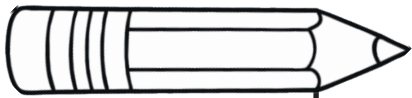
exclamation marks

,

commas

'

apostrophes



Key Features

the sender's address

the date

an appropriate greeting

an introduction

writing that shows a chatty, informal style

a conclusion

a complimentary close

the sender's name or signature

The Tower
Hidden in the bushes
The end of an unknown path
Fairyland

Monday 21st June

My dearest Charming,

I hope that this letter finds you well. I am writing because I have had an idea on how I can escape this tower that I wanted to run past you.

It was truly delightful to see you last week (even if there was a large drop between us!). I know that we only had a short window of time before Old Witch Face returned but I do feel as though we made some progress! OK, so the basket wasn't strong enough to hold me and all of my possessions but we can work on that.

So, I've been thinking. What we really need is a way to lift me down from this wretched tower after my possessions have been safely lowered. I know that we've tried climbing, baskets, using my unlimited amount of hair and even digging but none of that has worked. But, what if we tried flying?!

I know what you're thinking, 'Rapunzel's had one of her hare-brained ideas again!' but that's not the case! I'm not talking about suddenly sprouting wings but about making a parachute! All I need is some strong, light material. We can use the basket from my last escape attempt to pull it up into the tower and then, I'll sew it into a parachute and harness!

Finally, we'll be reunited! I'll simply float down safely towards the ground while you look up at me in admiration. I just hope that you can find suitable material in time for your next visit.

I look forward to seeing you soon,

Rapunzel

P.S. If you're given a choice of fabric colours, go for green. That way, I'll be camouflaged!

Key Vocabulary

complimentary close: The words that come directly before the sender's name or signature. They usually express well wishes or kind regards.

first person: Writing from the writer's perspective using the pronouns 'I', 'we', 'me' and 'us'.

greeting: The initial opening to a letter where you address the recipient.

informal: Informal writing has a relaxed, friendly style. It is suitable for everyday language and conversation and may use slang words.