

The background is a vibrant blue with a collage of various envelopes and letters. The envelopes are in different colors (white, green, yellow, brown) and feature various stamps, including postage stamps and 'FIRST CLASS' or 'PAR AVION' (air mail) markings. Some envelopes have handwritten addresses, such as 'To Baby Bear Four Bears Cottage The Woods', 'Mr H. Dumpty Wincey Ward Cock Robin Memorial Hospital', 'MISS R HOOD TUGPLAYHOUSE GARDEN PATH DIDDLE DUMPLING', and 'THE OCCUPIER GINGERBREAD BUNGLOW THE WOODS'. One envelope has a 'twinkl' logo on it. The letters are also visible, with some showing the start of a message like 'Dear Mr H. Dumpty'.

How to Set Out an Informal Letter

What Is an Informal Letter?

An informal letter is a letter that we send to people we know.

Types of informal letters can be:

- Thank-you letters;
- Postcards;
- Letters to friends or family who live further away.
- Writing to your new teacher is informal because it is somebody that you already know. However, they are probably less familiar to you than a family member so bear this in mind.

A letter to your Year 4 teacher

This is an unusual year for everyone. You may not have the chance to meet your new teacher before you go back to school but they would love to receive a letter from you.

Will you be in Miss Goswami & Miss Jenkins, Mr Murray or Mrs Reed's class?



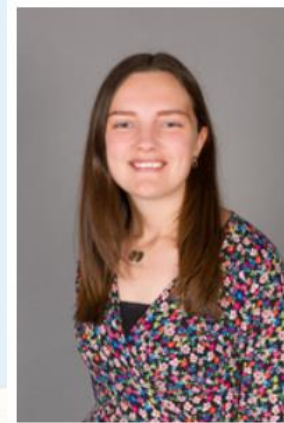
Mrs Jenkins



Mr Murray



Miss Goswami



Mrs Reed

How to Write an Informal Letter

Step 1 – Write **your** address in the top right hand corner of your letter.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

How to Write an Informal Letter

Step 2 – Write the date underneath your address.

Daisy Happy
Flat 23 Clarence House
Long Lane
Caggletonville
CA12 4ON

Monday 13th July 2020

How to Write an Informal Letter

Step 3 – Write the name of the person who the letter is for below the date on the left hand side. Start your letter with 'Dear' You will address your teacher as Mrs or Mr

Daisy Happy
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Monday 13th July 2020

Dear Mrs,

How to Write an Informal Letter

Step 4 – Write an introductory paragraph telling the person why you are writing to them.

Daisy Happy
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Caggletonville
CA12 4ON

Monday 13th July 2020

Dear Mrs,

I am writing to tell you a little bit about myself before I start Year 4 in September. I am really looking forward to..... Something that I am a bit nervous about is

How to Write an Informal Letter

Step 5 – Add some information you would like to tell them about yourself. They would love to hear about your hobbies, interests and families. Something that you're good at or would like to achieve. Maybe a fun fact?

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Dear Mrs,

I am writing to tell you a little bit about myself before I start Year 4 in September. I am really looking forward to..... Something that I am a bit nervous about is

At the weekends, I love to During the evenings, I go to My sporting interests are Over the summer, I am determined to learn how to

How to Write an Informal Letter

Step 6 –Tell your new teacher about what you are good at, at school. What you find most difficult, maybe a wish you have for next year.

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Dear Mrs,

I am writing to tell you a little bit about myself before I start Year 5 in September. I am really looking forward to..... Something that I am a bit nervous about is

At the weekends I love to During the evenings I go to My sporting interests are Over the summer, I am determined to learn how to

My favourite lesson is because this is something that I do well. I am less confident at although

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Step 7 – Write a concluding paragraph. Maybe ask a question that you would like to find out the answer to.

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My favourite lesson is because this is something that I do well. I am less confident at although

Is the same as in Year 3? Do you do like we did in Year 3?

See you soon
Daisy xx

How to Write an Informal Letter

Step 8 – Finish off your letter using an appropriate ending e.g. 'From' or 'See you soon', followed by your name.

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Is the same as in Year 4? Do you do like we did in Year 4?

See you soon
Daisy xx

What do you need to do now?

Lots of children will be writing this letter in school and we will pass them on to your new teachers. If not, there are some letter templates on the Year 3 page that you may want to use, or can write on any paper you have at home.

You could put your letter in an envelope, put on a stamp and post it to your teacher at Heymann, the address is:

Heymann Primary School.
Waddington Drive,
West Bridgford,
Nottingham.
NG2 7GX

Or you can e-mail it to Year 3 teachers and we will send it on to your new teacher. Send it to us even if you post it so that we can see you brilliant writing.

We're looking forward to hearing all about you.