

Letter to inform

12 Wilson Close

Kemsing

Sevenoaks

TN14 5BH

24<sup>th</sup> February 2021

Seal C of E Primary School

Zambra Way

Seal

TN15 0GD

Dear Mrs Butler,

I am writing to because year 1 have been working extremely hard over the lockdown. Have you seen how amazing their work has been?

I know that you have seen the videos they made about the weather, and you have to agree that they deserve a reward for working so hard! They have been studious, sincere and stupendous!

You are the kindest head teacher and can clearly see the time they have put into their work.

Yours sincerely,

Miss Cuss

## Letter from Mum

22 Church Road

Sweetly

Cornwall

TR15 9DN

1<sup>st</sup> February 2020

Hello James,

Thank you for your last letter! It was great to hear all about your time in London. Are you still planning to return home for Easter? We miss you!

From,

Mum and Dad

## Letter to thank someone

100 Treetop Terrace

The Forest

Brazil

AHH ~~AHH~~

24<sup>th</sup> April 2019

Hi Matilda,

Thank you for the new socks you sent me. They are very colourful and keep my feet warm.

From,

Tarzan

Letter to complain about the litter

7 Tidy Street  
Orderly-by-the-Sea  
England  
FT3 15IJ  
17<sup>th</sup> May 2020

19 River Road  
Orderly-by-the-Seal  
England  
FT3 11YB

Dear Mayor,

I want to complain about the litter in the local park. Please arrange for someone to collect it and put it in the dustbin.

Yours faithfully,

Ms. Crisp

Letter to ask for information from a charity

17 Seaview Road  
Plymouth  
Devon  
23<sup>rd</sup> March 2019

Canonbury Villas  
Islington  
London  
N12PN

Dear Greenpeace

I love whales very much and  
I think I saw one in my pond today.  
Please send me some information on whales,  
as I think he might be hurt.

Yours faithfully,  
Emily

Letter to wish a happy birthday

2 Lavender Terrace

Swindon Road

London

NW5 6TS

12<sup>th</sup> January 2021

Hi Lydia,

I am writing to wish you a Happy Birthday! I hope you had a fantastic day! It has been so long since we saw each other last, and we should definitely see each other soon. Shall we meet at the park on Wednesday? I can give you your present then.

Love,

Rachel