

# A Letter to the Jungle Explorer

*Learning objective: To understand and apply the formal features of a friendly letter, including address, date, salutation, and closing.*

Max the monkey is planning an expedition to the high mountains, but he has forgotten his map! Use the word bank below to fill in the missing parts of his letter to Finn the dolphin, who is an expert at mapping the world. Ensure your letter follows the correct layout for a formal letter.

*Word bank: Dear Finn, · Yours sincerely, · 12 Treetop Lane, · 15th October 2023 · Max · your help with the map*

**1. 1. Write the sender's address in the top right-hand corner using the word bank. (2 marks)**

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**2. 2. Write the date underneath the address. (1 mark)**

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**3. 3. Write the appropriate salutation (greeting) on the left-hand side. (1 mark)**

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**4. 4. Write one sentence explaining why Max is writing, including the phrase 'your help with the map'. (2 marks)**

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**5. 5. Write the correct closing and sign your name as Max at the bottom. (2 marks)**

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**Draw: Draw a picture of Max the monkey holding a large, colourful map of the ocean and mountains, looking excited for his big trip.**



*Extension challenge: Imagine Finn the dolphin is writing a reply. Write a short paragraph (3-4 sentences) from Finn to Max, offering to meet him at the riverbank to show him the best route for his journey.*