

A Letter to a Friend: Writing Template

Learning objective: To write a formal or informal letter using appropriate layout features and persuasive language, following the Year 4 English curriculum.

Today, you are going to write a letter to one of our BookFlik characters! Use the template below to structure your writing. Remember to include your address in the top right corner, the date, a friendly greeting, and a clear purpose for your letter. Use the word bank to help you express your ideas clearly.

Word bank: sincerely · affectionately · furthermore · extraordinary · adventure · curiosity · discovery · perspective

1. Sender's Address and Date: Write your address in the top right corner. On the line below, write today's date in full (e.g., 12th October 2023). (2 marks)

2. Salutation: Start your letter with a friendly greeting to your chosen BookFlik character (e.g., Dear Nova,). (1 mark)

3. Introduction: State clearly why you are writing. Are you asking a question, sharing a story, or inviting them on an adventure? (3 marks)

4. Main Body: Write two short paragraphs explaining your ideas. Remember to use interesting adjectives and connect your sentences with conjunctions. (4 marks)

5. Sign-off: End your letter with a polite closing phrase (e.g., Best wishes, Yours sincerely) followed by your own name. (2 marks)

Extension challenge: Challenge: Can you include a 'postscript' at the very bottom of your letter, starting with 'P.S.', to add one final fun fact or extra question for the character?