

A Letter to the Library

Learning objective: To understand the features of a formal letter and write a request using appropriate tone and layout.

Read the letter from Pip the caterpillar below. Pay close attention to where the addresses, date, and formal greetings are placed. Use the word bank to help you write your own letter to the local librarian asking for a new book.

Pip the caterpillar lives in the Oak Tree Library. He has written this formal letter to the Head Librarian, Mr. Hoot, to ask for a new book about garden plants.

12 Leafy Lane,
Oak Tree Forest,
AB1 2CD

14th March 2024

Mr. Hoot,
Head Librarian,
Oak Tree Library,
Forest Centre.

Dear Mr. Hoot,

I am writing to you to request a new book for our library collection. Many of my friends are very interested in learning about how sunflowers grow. We have searched the shelves, but we cannot find a guide that is easy for us to read.

Would it be possible to order a book about gardening for children? We would be very grateful for your help with this request.

Yours sincerely,

Pip the Caterpillar

Word bank: Dear · Sincerely · Yours faithfully · Enquiry · Request · Formal · Signature · Recipient · Address · Date

1. Why did Pip write this letter to Mr. Hoot? (2 marks)

2. Identify two formal features used in Pip's letter that show it is not a casual note to a friend. (2 marks)

3. Where should the sender's address be placed in a formal letter layout? (1 mark)

4. If Pip did not know the name of the Head Librarian, which formal greeting should he use instead of 'Dear Mr. Hoot'? (1 mark)

5. Write a short paragraph (3-4 sentences) as if you were the librarian, replying to Pip to tell him that you have ordered the book. (3 marks)

Draw: Draw a picture of Pip the caterpillar sitting at a tiny desk, writing his letter with a leaf as paper and a twig as a pen.



Extension challenge: Imagine you are writing a formal letter of complaint to a shop because you bought a book for £5.99 that had missing pages. Write a short letter including the price and the reason for your complaint.