

## Writing a Friendly Letter with Max the Monkey

*Learning objective: To use the correct features of an informal letter, including an address, date, greeting, and clear paragraph structure.*

Max the Monkey is planning a big adventure and wants to tell his friend all about it. Use the prompts below to help you write a letter to a friend or family member. Remember to use your best handwriting and check your punctuation!

Dear Friend, I am writing to you today because I have just solved a very exciting puzzle about our next group adventure!

*Word bank: Dear · Sincerely · Yours faithfully · Furthermore · However · In addition · I am writing to tell you · I cannot wait to · Best wishes · P.S.*

**1. Opening: Start by asking your friend how they are and explain why you are writing to them. You could use: 'How have you been lately?' or 'I hope you are having a wonderful week.' (2 marks)**

---

---

---

**2. Main Body Paragraph 1: Tell your friend about a recent discovery or an exciting event. Use a connective like 'firstly' or 'meanwhile' to link your ideas. (3 marks)**

---

---

---

**3. Main Body Paragraph 2: Describe a problem you are trying to solve or a fun plan you have made. You could use: 'To my surprise...' or 'In addition to this...' (3 marks)**

---

---

---

**4. Closing: Ask your friend a question about their life and tell them when you hope to see them next. You could use: 'What have you been up to?' or 'I look forward to hearing from you.' (2 marks)**

---

---

---

---

**5. Sign-off: Choose a friendly way to end your letter and remember to sign your name at the bottom. (1 mark)**

---

---

---

*Extension challenge: Imagine you are writing this letter from the perspective of a historical figure, such as a Victorian explorer. How would your vocabulary change? Try rewriting one paragraph using more formal language.*