

Letters from the Canopy: Writing to a Friend

Learning objective: To write a formal or informal letter using appropriate features, including address, greeting, sign-off, and consistent tone.

Read the letter written by Max the monkey to his friend. Identify the features used, then answer the questions below to test your understanding of letter structure.

14 Treetop Lane,
Jungle Heights,
JH5 2PP

12th October 2023

Dear Nova,

I hope you are having a wonderful week of stargazing. I am writing to tell you about a brilliant maths puzzle I solved today. I found a collection of fallen mangoes and had to calculate how many each monkey in our group would get if we shared them equally. It took me quite a while, but I eventually figured it out!

Are you planning to look for the constellation of the Great Bear tonight? I would love to join you if the sky is clear.

Best wishes,

Max

Word bank: salutation · recipient · paragraph · informal · valediction · chronological · correspondence

1. Identify the sender and the recipient of this letter. How can you tell who is who? (2 marks)

2. Why has Max included his address at the top of the letter? Is this common for a friendly letter? (2 marks)

3. Max uses the phrase 'Best wishes' at the end. Can you suggest two other appropriate ways to sign off a friendly letter? (2 marks)

4. If Max were writing to a local shopkeeper to ask about the price of fruit (e.g., asking if a crate costs £5.00 or £7.50), how should he change the tone of his letter? (2 marks)

5. Find and copy the 'salutation' from the passage provided above. (1 mark)

Draw: Draw a picture of Max the monkey posting his letter into a wooden letterbox hidden inside a giant jungle tree.



Extension challenge: Write a reply from Nova the owl to Max. In your letter, you must include a formal request for help with a science project and a mention of a star chart you bought for £3.50.