

Letter Writing Flashcards with Max the Monkey

Learning objective: To identify and understand the key features of a formal or informal letter.

Use these flashcards to practise the parts of a letter. Read the front, then flip it over to check the definition. Max the Monkey needs your help to build a perfect letter!

What do you write at the top right of a letter to show where you live?	What do you write under the address so the reader knows when you wrote it?
Address	Date
What is the opening word like 'Dear' or 'Hi'?	What is the main part of the letter that contains all your news or information?
Greeting	Body
What is the phrase used at the end, such as 'Kind regards' or 'Best wishes'?	What is the final part where you write your own name?
Closing	Signature
What type of letter do you write to a stranger or a business?	What type of letter do you write to a friend or family member?
Formal letter	Informal letter
Which part of the letter is the person who is going to read it?	What do we call the person who is writing the letter?
Recipient	Sender