

Writing a Letter to Max the Monkey

Learning objective: To learn the structure of a formal letter, including the address, greeting, and a clear message.

Today, you are going to write a letter to Max the Monkey. Max loves maths puzzles! Use this template to tell him about a puzzle you have solved or ask him a question. Remember to include your address at the top and a friendly closing at the bottom.

Word bank: Dear · Sincerely · Maths · Puzzle · Question · Yesterday · Number · Yours faithfully

1. Address and Date: Write your address in the top right corner and the date underneath it.

2. Greeting: Write a polite greeting to Max. (Example: Dear Max,)

3. Main Message: Tell Max why you are writing. You could tell him about a maths problem you solved or ask him for help with a calculation.

4. Closing: Choose a closing word or phrase to finish your letter. (Example: From, or Yours sincerely,)

Extension challenge: Can you check your letter for capital letters and full stops? Try to use one 'wow' word to describe how you felt when you solved your puzzle.