

Writing a Friendly Letter with Max

Learning objective: To learn how to set out a letter with a date, greeting, and a closing sign-off.

Read the letter from Max the monkey. Then, answer the questions below. Use the word bank to help you.

14 Oak Tree Lane,
Forest Town.

12th May 2024

Dear Pip,

How are you? I hope you are having fun reading new books. I have been busy solving some maths puzzles in the woods. I found a pattern in the leaves! I would love to see you soon.

Yours sincerely,

Max

Word bank: Dear · Yours sincerely · address · date · greeting · signature

1. Where does Max live? Write his address here. (2 marks)

2. What is the date at the top of the letter? (1 mark)

3. Who is Max writing to? (1 mark)

4. Which phrase does Max use to start his letter? (1 mark)

5. What phrase does Max use to end his letter? (1 mark)

Draw: Draw a picture of Max the monkey writing a letter at his desk under a big oak tree.



Extension challenge: Imagine you are writing back to Max. Use the sentence starter: 'Dear Max, thank you for your letter. I have been...'