

# Letters from the Forest: A Letter-Writing Adventure

*Learning objective: To understand the structural features of a formal letter and demonstrate how to set out a friendly correspondence.*

Follow the drawing prompts below to illustrate a letter being written by our friend Pip the caterpillar. Use the word bank to label the important parts of your letter layout.

**Draw:** Draw a large sheet of paper resting on a wooden tree stump. On the paper, sketch out the layout of a letter. Use boxes to represent the sender's address in the top right, the date below it, and the recipient's address on the left. Draw Pip the caterpillar holding a tiny quill pen near the bottom. Use your labels from the word bank to point to each section of the letter you have drawn on the paper.



*Label words: Sender's Address · Date · Recipient's Address · Salutation · Main Body · Sign-off · Signature*

## Steps:

1. Where should the sender's address be positioned on a formal letter? Explain why.
2. Why do we use a formal salutation like 'Dear [Name]'?
3. List the two different ways you might sign off a letter depending on how well you know the person.
4. Identify one piece of information that must be included below the sender's address.
5. Why is it important to organise your letter into paragraphs?