Letters from the Library: A Writing Workshop with Pip

Learning objective: To identify and illustrate the formal layout and structural features of a formal letter.

Pip the bookworm is writing a formal letter to the local council to request a new community bookshelf. Use your drawing space to illustrate a letter being written, then label the key structural components listed in the word bank.

Draw: Draw a clean, organised desk workspace. In the centre, draw a piece of A4 paper showing the layout of a formal letter. Use clear boxes to represent where the addresses, date, and paragraphs should go. Beside the paper, draw Pip the caterpillar wearing a small pair of glasses, holding a fountain pen, and looking at a finished letter. Use a neat, professional style with clear lines.

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

Steps:

1. Identify which two salutations would be appropriate for a formal letter: 'Dear Sir/Madam', 'Hey there', 'To whom it may concern', or 'Hiya'.
2. Why is it important to include the date on a formal letter? Explain in one sentence.
3. If you are writing to someone whose name you do not know, what is the formal sign-off at the end of the

letter?

4. Label the space on your drawing where the 'Sender's Address' should be positioned.

5. Draw an arrow pointing to where the 'Main Body' of the letter should be written and explain why it is split into paragraphs.