Writing a Friendly Letter with Max the Monkey

Learning objective: To use the correct structure for a friendly letter, including an address, greeting, opening, main body, and sign-off.

Max the Monkey is planning a big adventure and needs your help! Use this template to write a letter to a friend or family member. Remember to include your address and the date at the top right, and use a friendly greeting like 'Dear...'. Use the word bank to help you with your spelling.

Word bank: adventure · exciting · sincerely · questions · discovery · thoughtful · mathematical · journey · wonderful · regards

1. Sender's Details: Write your address and today's date in the top right corner. Who are you writing to? Write your greeting on the first line. (2 marks)

2. The Opening: Write a sentence to say why you are writing. Ask the person how they are feeling today. (3 marks)

3. The Main News: Tell the reader about something exciting that happened in your week or a project you are working on. (4 marks)

4. The Closing: Ask the person a question about their life and write a sentence to say you look forward to hearing from them. (3 marks)

5. Sign-off: Choose a friendly closing (like 'Best wishes' or 'Yours sincerely') and write your name clearly underneath. (2 marks)

Extension challenge: Challenge: Can you include one 'mathematical' puzzle in your letter for your friend to solve, just like Max the Monkey would?