



How to write a letter

School address

Today's date

To my dear new friend,

Top tips for writing your letter

- Introduce yourself: you could mention pets, siblings or any hobbies or games you like to play
- Your new friend might also like to know what you are learning about in school
- What would you like to know about your new friend? Ask questions that they can respond to in the letter they send back to you
- Don't include personal information such as your home address
- Remember to start a new paragraph every time you make a new point

The first time you sign your letter, write: "yours faithfully".

In your next letter, once you know your friend's name, you can write: "yours sincerely".

Your first name



Ideas in case you're feeling stuck

If you're not sure what to write, try one of these ideas:

What is your favourite meal?

Is there a meal that is very special to you? Perhaps you have it every week or just once a year? Is it a meal that you help make?

You could tell your new friend about a special memory connected to the meal or even give them the recipe.

View from my window

What can you see out of the window? It could be your classroom window or one at home. Describe the things you can see, what the weather is like, what colour things are.

Instead of writing, you could draw what you can see.

Talk about sports

Do you play any sports or have a favourite team? Tell them about your best sporting achievement or your team's best player.

Ask your new friend whether they have a favourite sport.

What are your future plans?

Tell your new friend what you are hoping to do in the future. Have you got any ideas about jobs you would like to do?

Perhaps your new friend has had an interesting job they could tell you about.

Your favourite day/a happy memory

Is there a day or a moment that was excellent? Perhaps a day out with your family, the day you got your pet or a very special celebration?

Remember to ask your new friend about a happy memory they have.

Share a story

Maybe you have just read a brilliant book about dinosaurs or an exciting mystery. You could tell your new friend what you read and why you liked it or didn't.

Does your new friend have a favourite book or story to recommend?