

# Y2 Letter Writing: Informal Example Text

## Annotated Genre Features

<sup>1</sup>sender's address

2 Stone Cottages  
Old Road  
Dawling  
DW72 5HY<sup>2</sup>

<sup>2</sup> today's date

3rd November 2016<sup>2</sup>

<sup>3</sup> 'Dear' and the recipient's name followed by a comma

Dear Father Christmas,<sup>3</sup>

<sup>4</sup> introduction to establish the purpose of the letter

I am writing to tell you what I would like for my presents this year because it is nearly December. How are you? Is it very snowy in Lapland? I bet your elves are all being very careful making the children's toys in your workshop.<sup>4</sup>

<sup>5</sup> adds more detail

<sup>6</sup>conclusion to finish the letter

The first thing I would like is a Galaxy 300 spaceship. It has six lasers, four spinning arms and four shiny silver legs that unfold and slowly move around. How cool! The second thing I would like is a red and blue two-wheel scooter. It has a massive silver horn on the handlebars and lights that flash when you stand on the brake. The third thing I would like isn't a toy but it would be really handy for my spy club. I would like a large black torch to help me see when I am outside in the darkness.<sup>5</sup>

<sup>7</sup>signs off using 'love from'

I have been trying my hardest to be good and helpful for my parents. I make my bed every day, I stopped sucking my thumb in March and I have even stopped teasing my sister. I am also my teacher's special helper for the listening station at school.<sup>5</sup>

I hope you and the reindeer are resting before Christmas Eve and Mrs Christmas is enjoying putting up the tinsel on your tree. Have a fabulous Christmas if I don't see you by our fire. What a busy man you are going to be!

Love from,<sup>7</sup>  
*Jack Brix*

Jenny Gamble  
15 Hall Road,  
Anytown  
CO2 6SY  
23rd October, 2007

Dear Mary,

How are you? I'm very well. I didn't write earlier because I was very busy.

I like my new home. It is a lovely house. I have a big bedroom looking over the garden. I helped Mummy paint the bedroom walls yesterday. We chose a pretty yellow colour.

A boy called Mark lives next door. He is the same class as me at school. Mark is very good at sports and English. He likes animals just like we do, but even more. He says he is going to be a vet when he grows up.

I am still thinking about being a writer. Do you want me to send you the story I am writing when it is finished? It is all about animals having adventures.

Write back soon. I am really looking forward to hearing all your news.

Love,  
Jenny

Sector 17  
Vashi  
New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a nice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Aditi

22, Green Street  
Preston  
Lancashire,  
PR5 4BB

20 July 2012

Dear Peter

My name is Andy and I am 9 years old. I live in Preston with my mum, dad and brother.

We have two cats. They are called Bubble and Squeak. Do you have any pets? Bubble likes to hunt. He is always bringing home birds and mice!

My favorite hobby is music. I play the piano and violin. I also like reading and films.

I hope you will write to me soon.

Andy

Miss Jenny Gamble  
15 Hall Road,  
Anytown  
CO2 6SY

Cinema City  
25 Hill Street,  
Anytown  
DS3 6NT

23rd October 2007

Dear Sir,

I saw in the local paper that you have set up a new Kids Club. Can you please tell me more about it.

Who can join? Where does it meet? How much does it cost? When do meetings take place? What time does it start?

Do I need my parents' permission to join?

Yours sincerely,

Jenny Gamble

Dear Sabrina

Thanks for your letter and it was great to hear from you. You asked me to tell you about my favourite day of the week. Well, it's definitely Friday.

One reason I like Fridays is because I have my favourite subjects at school: PE and Chemistry. Chemistry's great because we do experiments in the Science lab and our teacher, Mr King, is so funny. In PE we usually play basketball, which is my favourite sport. I'm good at it because I'm quite tall. Our team usually wins.

We also have French on Fridays, which is actually my least favourite subject, but after that we have ICT which is much more interesting. At the moment I'm creating a webpage for our basketball team. After school I hang out with my friends, and then in the evening I play football at the sports centre. On Friday nights we sometimes go to someone's house for a party or to watch a DVD. We can relax a bit on Friday evenings because there's no school on Saturday.

Tell me about your favourite day in your next letter. Hope to hear from you soon.

Love

Dani