

How to write a letter

Can you write a letter to someone in your family or a friend?

Tell them about some of the things that you have been doing since you saw them last.

Greeting:

Begin your letter with to or dear

Dear Adam,

I do hope that you and your sister are both safe and well. I do miss you all terribly – it is a real tragedy that I cannot see you every week. Although my biscuits seem to last longer now that you and Kim are not visiting! I thought that I would let you know what I have been up to whilst I have been at home on my own.

In the garden, I have spent a lot of time in the vegetable patch. I have planted a wide variety of seeds (carrots, peas, bean and radishes) and my neighbour gave me some small sweetcorn plants as he knows that they are your favourite. You will be able to enjoy them when you visit in the summer. I've also planted lots of plants in my hanging baskets and in the flower garden. Hopefully the geraniums, which are my favourite, will flower just as beautifully as last year! So now all I have to do is remember to water them and do some weeding.

I am becoming a real whizz too with my mobile phone and laptop. I'm so grateful that you had taught me how to use it. I have been video calling you and also your uncle Max and his family. He suggested that we all do a group video call next week. I'll have to let Max and your mum sort that out though, as that may be a technological step too far for me! I have also discovered YouTube and have been watching knitting videos showing me how to make jumpers. I have never been very good at knitting so I am hoping that I might boost my skills. I'm working on a bright pink jumper for Kim.

Luckily, Mrs Pepper, who lives at number 74, has been able to do my shopping for me. She has been so helpful. She checks in on me a couple of times a week to see if there is anything that I need. I know that your mum has called her already to say thank you and I think that I will give her some of my vegetables once they are grown.

Thank you so much for the lovely picture of your obstacle course that you sent in your last letter. I'm not sure that I could complete it! I am looking forward to our video call on Friday, I do love to see your beautiful faces. I bet that you have both grown too. Are you as tall as your mum yet? Please write again soon, it really makes my day when I receive post from you and Kim. We will hopefully meet again soon.

Lots of love

Grandma xxx

62 Main Road
Great Lilmouth
24th April 2020

Your address
and the date

Introduction:

Tell them
why you
are writing

Paragraphs:

Give
information
about what
you have
been doing

Sign:

Finish with
Love from
and write
your name
so that they
know who it
is from.

Conclusion:

Tell them
what you
would like to
happen next