



# Year 6 Worksheet 19: Formal and Informal Letters

## Activity 1: Identify the Parts of a Formal Letter

1. What is the address of the sender? \_\_\_\_\_
2. What is the date? \_\_\_\_\_
3. Who is the recipient of the letter? \_\_\_\_\_
4. What is the salutation used in a formal letter? \_\_\_\_\_
5. What is the closing phrase of a formal letter? \_\_\_\_\_



## Activity 2: Fill in the Blanks

1. Dear Mr. Smith, \_\_\_\_\_.
2. I am writing to express my \_\_\_\_\_.
3. Thank you for your \_\_\_\_\_.
4. I look forward to your \_\_\_\_\_.
5. Sincerely, \_\_\_\_\_.



### Activity 3: Identify the Parts of an Informal Letter

1. What is the greeting in an informal letter? \_\_\_\_\_
2. What is a friendly way to close an informal letter? \_\_\_\_\_
3. How do you start an informal letter? \_\_\_\_\_
4. What is the purpose of an informal letter? \_\_\_\_\_
5. What do you usually include in the body of an informal letter? \_\_\_\_\_



## Activity 4: Fill in the Blanks

1. Hi \_\_\_\_\_,  
How are you? I wanted to tell you about \_\_\_\_\_.
2. I really enjoyed \_\_\_\_\_ last weekend.
3. Can't wait to see you at \_\_\_\_\_!
4. Write back soon!  
Love, \_\_\_\_\_.



## Answer Key

### Activity 1

1. Sender's address
2. Current date
3. Recipient's name and address
4. "Dear [Title] [Last Name],"
5. "Sincerely," or "Yours faithfully,"

### Activity 2

1. [Body of the letter starts]
2. [Reason for writing]
3. [Acknowledgment]
4. [Response]
5. [Your Name]

### Activity 3

1. "Hi" or "Dear [First Name],"
2. "Love," or "Best,"
3. A friendly greeting
4. To communicate with friends/family
5. Personal stories and updates

### Activity 4

1. [Friend's Name], [Update about life]
2. [Activity]
3. [Event]
4. [Your Name]



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