

INFORMAL LETTER WRITING

Grade 4 English - Learn the features - Read the model - Practise

No.	Feature	What to write
1	Writer's Address	Write your address at the top right-hand side. Do not write your name here.
2	Date	Write the date below the address.
3	Greeting / Salutation	Begin with a friendly greeting, such as: Dear Sara,
4	Opening	Start by asking how the person is or explaining why you are writing.
5	Main Content	Share your news, information, ideas or feelings in clear paragraphs.
6	Closing Line	End with a friendly sentence, such as: I hope to hear from you soon.
7	Sign-off	Use: Best wishes, / Lots of love, / Your friend,
8	Name	Write your first name at the end.

Remember!

- An informal letter is written to someone you know, such as a friend, cousin or family member.
- Use a warm and friendly tone.
- Organise your ideas into short paragraphs.
- Check capital letters, punctuation and spelling before you finish.

MODEL INFORMAL LETTER

Read the letter carefully. Can you spot all the features?

24 Green Street
Islamabad
1 October 2026

Dear Ayesha,

How are you? I hope you and your family are doing well. I am writing to tell you about the wonderful school trip I had last week.

We visited a beautiful museum with our class. I enjoyed looking at the old objects and learning about life in the past. After that, we had lunch in a lovely park. My favourite part was spending time with my friends and taking photographs.

I wish you could have been there with us! Perhaps we can visit the museum together during the holidays. I am sure we would have a great time.

I hope to hear from you soon. Write back and tell me about your school trip.

Lots of love,
Ambreen

Spot the Features

Feature	Example from the letter
Address	24 Green Street, Islamabad
Date	1 October 2026
Greeting	Dear Ayesha,
Closing line	I hope to hear from you soon.
Sign-off	Lots of love,
Writer's name	Ambreen

YOUR TURN: LETTER WRITING WORKSHEET

Use the checklist and write your own informal letter.

A. Complete the Letter Features

1. The writer's address comes _____ the date.
2. A friendly beginning such as 'Dear Ali,' is called the _____.
3. The main information is written in the _____ of the letter.
4. 'Best wishes,' is an example of a _____.
5. At the very end, write the writer's _____.

B. Put the Parts in the Correct Order

1. Closing / Sign-off	2. Date	3. Main Content
4. Writer's Address	5. Greeting	6. Writer's Name

C. Writing Task

Imagine your cousin has moved to another city. Write an informal letter telling your cousin about a fun day you recently had at school. Include at least three details and ask your cousin one question.

[illegible]

☐ Address included	☐ Date included	☐ Greeting included	☐ Clear paragraphs
☐ Closing line included	☐ Sign-off + name included	☐ Capitals & punctuation checked	☐ Spelling checked