Name _____ Date _____

English · Letters and emails

Parts of a Letter

Match each part to what it looks like.

Write the letter in the box.

☐	1. Address and date	a)	Dear Nani,
☐	2. Greeting	b)	your name
☐	3. Body	c)	the main message
☐	4. Closing	d)	at the top of the letter
☐	5. Signature	e)	With love,

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Name _____ Date _____

English · Letters and emails

Formal or Informal?

Is it formal or informal?

1. Dear Sir, formal informal

2. Hi Ayaan! formal informal

3. Yours faithfully, formal informal

4. Lots of love, formal informal

5. I am writing to request a library card. formal informal

6. Guess what happened today! formal informal

Name _____ Date _____

English · Letters and emails

Write an Email

Write an email to a friend about your weekend.

To: _____

Subject: _____

Dear _____ ,

_____

_____

_____

From, _____

ANSWER KEY

Name _____ Date _____

English · Letters and emails

Parts of a Letter

Match each part to what it looks like.

Write the letter in the box.

d	1. Address and date	a)	Dear Nani,
a	2. Greeting	b)	your name
c	3. Body	c)	the main message
e	4. Closing	d)	at the top of the letter
b	5. Signature	e)	With love,

ANSWER KEY

Name _____ Date _____

English · Letters and emails

Formal or Informal?

Is it formal or informal?

1. Dear Sir, **formal** informal

2. Hi Ayaan! formal **informal**

3. Yours faithfully, **formal** informal

4. Lots of love, formal **informal**

5. I am writing to request a library card. **formal** informal

6. Guess what happened today! formal **informal**

ANSWER KEY

Name _____ Date _____

English · Letters and emails

Write an Email

Write an email to a friend about your weekend.

To: _____

Subject: _____

Dear _____ ,

_____

_____

_____

From, _____

Answers will vary.