

ENGLISH · GRADES 3–5

Writing Letters

Friendly and formal

What's different?

Part	Friendly letter	Formal letter
Greeting	Hi Sam, / Dear Mom,	Dear Mr. Hassan, / Dear Sir or Madam,
Tone	Warm, chatty, jokes OK	Polite, professional, no slang
Contractions	Use them (I'm, can't)	Avoid them (I am, cannot)
Sign-off	Love / From / Cheers	Yours sincerely (if you know name) / Yours faithfully (if you don't)
Length	As long or short as you like	Get to the point. 3–4 paragraphs max.



