

ENGLISH · Y3

Thank You Letter — Year 3

WAGOLL: Letter to a visiting author

The Model Text

12 Oak Lane Greentown GT3 5XY 15th October 2026 Dear Mrs Cottrell-Boyce, Thank you so much for visiting our school yesterday. Class 3B all really enjoyed your visit and we cannot stop talking about it. My favourite part was when you read the start of your new book aloud. The voice you used for the dragon was so funny that I laughed until my tummy hurt. It made me really want to know what happens next. I also liked it when you told us about how you became a writer. I was surprised to learn that you wrote your first story in a cardboard box when you were eight, just like I am now! It made me feel that I could be a real author one day. After your visit, my friend Sam and I started writing our own dragon story together at lunchtime. We have already written three pages. When it is finished, we are going to make a cover and pretend to publish it. Thank you again for coming to see us. You have inspired me to read more and to keep writing my own stories. Yours sincerely, Maya Patel Class 3B

Notated features

What makes this a strong Y3 thank you letter?

- ADDRESS top right (sender's address)
- DATE under the address
- GREETING: 'Dear Mrs Cottrell-Boyce,' — formal letter
- OPENING paragraph: states the purpose (thank you)
- MIDDLE PARAGRAPHS: each gives a specific reason or memory
- SPECIFIC DETAILS: 'the dragon voice,' 'cardboard box when you were eight' — shows genuine attention



- PERSONAL CONNECTION: 'just like I am now!'
- EXTENSION: tells what the writer did AFTER the visit
- CLOSING: looks forward, repeats thanks
- FORMAL CLOSE: 'Yours sincerely' — matched to 'Dear [name]'
- FULL NAME and class signed at the end

Writing prompt

Write a thank-you letter to: a visitor who came to your school, a relative who gave you a special present, or a teacher who is leaving. Include: address top right, date, formal greeting ('Dear...'), a paragraph saying thanks, two paragraphs with specific details or memories, a closing paragraph, and 'Yours sincerely' at the end. Use proper paragraphs.

