

Letter Writing: Formal and Informal

Name: _____

Date: _____

Instructions: Complete both letters below. Pay careful attention to layout, tone, and language choices for each style.

Part A: Informal Letter

Write a friendly letter to a cousin telling them about a recent school trip or event. Use casual language and a chatty tone.

Dear _____,

Part B: Formal Letter

Write a formal letter to your school principal requesting permission to start a lunchtime club. Use polite, professional language and proper formal letter structure.

Dear _____,

[illegible]