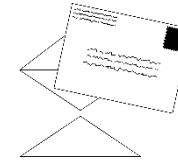# English writing genres
Letter writing UKS2

Purpose
To communicate information directly to another person. To express a point of view, respond to a letter or complain about something..

Additional language features

Useful expressions:

As I see it,

I appreciate that

I hope that

It appears that

It concerns me that

I would be grateful if

I would prefer

I would rather not

Please accept my

Please consider

It is for this reason that

It seems to me

It would be helpful if

I wonder if you would be kind enough to

Features of letter writing

- A letter can be formal or informal depending on its purpose.
- After a space, the date should come underneath the address.
- The letter should start with 'Dear' or a similar greeting.
- The reason you are writing should be stated clearly within the first paragraph.
- The letter should be polite but to the point with no words wasted.
- In a formal letter, the subject should be stated after 'Dear' as a centred subtitle.
- The letter should have a distinct beginning, middle and end using cohesive paragraphs.
- Often, letters end with a comment which shows the expectation of a response (for example: I look forward to hearing from you).
- The letter should be signed off correctly (Yours sincerely, Yours faithfully). If the letter is informal, it may be signed off less formally (Lots of love, Looking forward to seeing you, Best wishes).

Useful words and phrases

Openings:

I am delighted to inform you

It has come to my attention that

It is with much pride that I can confirm

I would like to take the opportunity to

I am grateful to you for

It is with regret that

I wish to express

I would like to inform you that

Thank you for your letter which I received yesterday.

Closing remarks:

An early response would be greatly appreciated.

I look forward to hearing from you in due course.

Do not hesitate to contact me if I can be of any further assistance.

Thank you once again.