

✉ **Informal Letter Writing Worksheet**

Topic: A weekend with a friend

Step 1: Greeting

Write a friendly greeting:

Dear _____,

Step 2: Opening Sentence

Write 1 sentence to show you are happy:

I'm happy that _____

OR

It's great that _____

Step 3: Plans (Where & Who)

Write 1–2 sentences:

This weekend, we will go to _____

I will go with _____

Step 4: Activities (What to do)

Write 2–3 things you will do:

We can _____

We can also _____

Another fun thing is _____

Step 5: Reasons (Why your friend will enjoy it)

Write 1–2 sentences:

You will enjoy it because _____

Also, you like _____

Step 6: Closing Sentence

Write a friendly ending:

I'm looking forward to _____

Step 7: Ending

Write a closing:

Best, / See you soon,
_____ (Your name)

📌 Bonus Challenge (Optional)

Write your full letter below using your answers:

Tip: Keep your sentences short and friendly