

Personal Letter Example

① James Pedemont
64 Monfarville Street
Fullarton SA 5063

② 28th January, 2017

③ Dear Sarah,

④ I am writing this letter from a small café in the middle of Sydney, Australia. I'm eating pancakes and fruit salad for breakfast. It's absolutely delicious! There are so many people around as well. I just cannot believe it how busy this place is.

Mum's been making sure that we see absolutely everything we can on our trip here. So far, we have walked around China Town and we tasted the most amazing, delicious food. We also climbed the Sydney Harbour Bridge yesterday. It was such a great experience! We were very lucky too because we climbed the bridge when the sun was setting. It made the city look even more beautiful. We've been to Darling Harbour and visited the Sydney Aquarium and Wax Museum. My goodness! It felt like I was with all the famous actors and actresses in Hollywood. They all looked so real. After breakfast, we are planning on going to the Sydney Opera House and then on a ferry trip over to Manly. I'm a little bit scared of getting on the ferry, but Mum says that I'll be fine.

⑤ I miss you a lot and I cannot wait to see you back in Fullarton. Our plane gets in at 5pm on 5TH February.

⑥ Love,

⑦ James

⑧ P.S. I'm bringing something back to you. You're going to absolutely love it!

Features of Personal Letter Checklist

Does your personal letter include ...

- ① your own name and address in the top right hand corner of the letter?
- ② today's date written on the left hand side of the letter, starting above the person who you are addressing your letter to?
- ③ your greeting 'Hi or 'Dear...'?
- ④ the content of your letter, giving information about where you are, what you are doing and what you would like to know?
- informal language?
- ⑤ a conclusion or farewell, including any closing remarks and final words?
- ⑥ 'From' or 'Love from' if you know the recipient well?
- ⑦ your name and/or signature?
- ⑧ a postscript?