Parklands West Primary School

Coolaroo Road,

Woodlands. 3085

21 June, 2018

Dear Ms Carli and students from 3/4C,

Hello from all of us at Bushfield Primary. We are very excited that you have agreed to write to us.

We looked at your school website and saw you have a canteen. Our school is very small so we don’t have one. Sometimes we have a special day where we can order lunch, but it is not very often. We wish we could order lunch like you can every day. What is your favourite thing to eat from your canteen?

We noticed your school celebrated an Art Show this year. We saw some of the art work and we think it looked spectacular. We really liked the class sculpture of the giant cow! It must have taken a lot of work to design and make it. Our school has a Writers’ Festival. You can find some photos of our writing on our school blog.

We are looking forward to hearing all the news about your school,

Yours sincerely,

Ms Nicholls and students from 3/4N

Address of the writer

Date of the letter

Opening greeting

Introduction

Paragraphs

Closing greeting

Identification of the writer