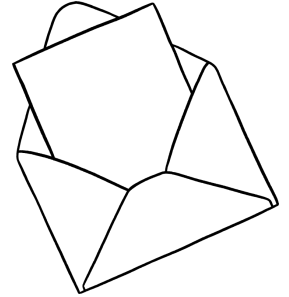


PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

Activity 1: Letter Parts

Match each part of the letter to its description:



Part	Description
Greeting	The ending where you say goodbye
Body	Your name at the end of the letter
Closing	The beginning where you say hello to the reader
Signature	The main part where you write your message

Activity 2: Identify the Parts

Read the example below and underline the greeting, circle the closing, and box the signature.

Dear Aunt Lisa,

I had a fun day at the beach yesterday. The sun was shining and I built a big sandcastle. I wish you were there!

Love,

Emma

Name:

Date:

PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

Activity 3: Fix the Letter

This letter has some mistakes. Find and fix the errors in punctuation, capitalization, or spelling. Rewrite the fixed letter on the dotted lines below.

dear mum

i am happy to tell you i got a gold star today. i love you!

love,

jack



Handwriting practice lines for the letter. Each line set consists of a solid top line, a dashed middle line, and a solid bottom line. There are five such sets of lines provided for rewriting the letter.

Name: _____

Date: _____

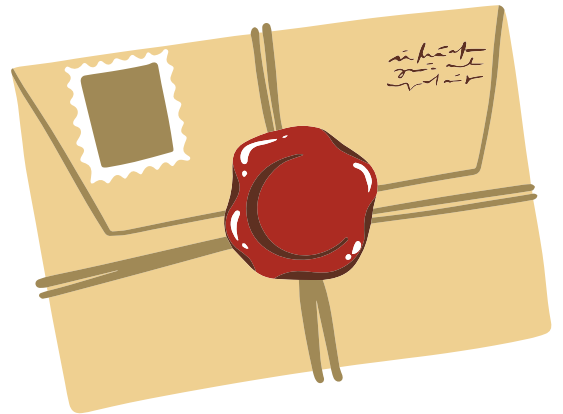
PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

Activity 4: Create Your Own Letter

Imagine you want to invite a friend to your birthday party. Write a letter inviting them. Include:

- Greeting
- Date and time of party
- What fun things you will do
- Closing and your name



Handwriting practice lines for the letter. Each line set consists of a solid top line, a dashed middle line, and a solid bottom line. There are 10 such sets of lines provided for writing.

Name: _____

Date: _____



INSPIRE. EMPOWER. ACHIEVE

PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

Name:

Date:

PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

Design Your Own Envelope It!

Draw an envelope and write the sender and receiver's address correctly. Don't forget to add a stamp!

Name: _____

Date: _____

ANSWERS

Name: _____

Date: _____

PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

ANSWERS

Activity One - Letter Parts

Greeting - The beginning where you say hello to the reader

Body - The main part where you write your message

Closing - The ending where you say goodbye

Signature - Your name at the end of the letter



Activity Two - Identify the Parts

- Underline the greeting: Dear Aunt Lisa,
- Circle the closing: Love,
- Box the signature: Emma

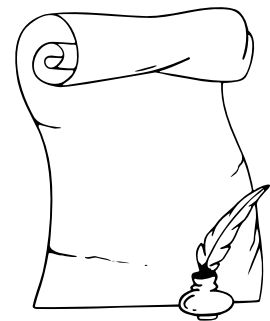
Activity Three - Fix the letter

Dear Mum,

I am happy to tell you I got a gold star today. I love you!

Love,

Jack



Name:

Date:

PERSONAL WRITING - LETTER

YEAR 3: Writing Worksheets

Activity 4: Create Your Own Letter

Dear Mia,

I hope you are well! I'm having a birthday party on Saturday, 20th July at 2:00 PM at my house. I would love for you to come!

We will play games, have yummy food, and there will be a big chocolate cake. We're also going to have a jumping castle and a treasure hunt.

Please let me know if you can come. I really hope you can make it!

From your friend,

Emma



Name: _____

Date: _____