

Note: Each line of the address is presented in a vertical line on the right hand side of the paper.

A line is left clear after the address, before writing the date, which should start in line with the rest of the address. Postcodes use capital letters, but no other punctuation.

A line is left clear before putting the name of the letter's receiver. The first sentence of the letter starts below the comma following the name of the person you are writing to. The rest is paragraphed, with the final signing off arranged in the centre of the paper.

22, Wisteria House
Bromington
Bedfordshire

BD4 5TT

Wednesday 3rd June, 2020

Dear Edward,

Thank you so much for the lovely flowers, which arrived on my birthday. It was so sweet of you to remember me in the strange circumstances we are presently living in. The card was lovely too with its view of Colwyn Bay - I remember visiting there with my family when I was just a small child.

As you can imagine, birthday celebrations were rather quiet this year. My daughter brought a cake round and left it on my doorstep. It was lovely to see her and have a brief chat, keeping a good distance between us, of course! It wasn't the same as our usual family gathering, but I am sure we will make up for it later in the year when, hopefully, everything will be back to normal.

Take care of yourself.

All best wishes,
Felicity

(The page below gives some ideas of what you could include in Tom's letter.)
Fill in the section about how you imagine Tom Felt about each main event so that you can combine both in your letter.

Events	Feelings
Aimed to complete 100 laps of his garden – this became 200	
Had been in hospital earlier for a hip operation – wanted to raise money for NHS	
Aimed to raise £1000, ended up raising around £33,000,000	
Interviewed on breakfast television, ended up being known about around the world	
Received around 150,000 birthday cards – displayed in Bedford School	
Royal Mail stamped all mail sent in the week of Tom's birthday with a special stamp	
Broke the Guinness Book of World Records for the amount raised in a charity walk and the oldest person to have a number 1 record in the charts	
The Queen made him an honorary Colonel to mark his 100 th birthday	
He has become a household name, inspiring others	
On 20 th May, it was announced Tom is going to be knighted – he will become Sir Tom.	

Keep your work on this safe – it will also be useful for the next newspaper report task.