

LO: I can plan a letter

Your address (use the school address):

Recipient address (nearest hospital/NHS to you):

Dear:

Your opening paragraph: (Who are you? Brief sentence to why you are writing.)

Point number one/paragraph one: (Why you are thankful?)

Point number two/paragraph two: (Another reason why.)

Closing statement: (Recap briefly why writing and end with a wish/hope.)

End letter: (Either yours sincerely or yours faithfully.)