

Writing a Letter

Use the plan you created yesterday to write a letter of thanks to a healthcare hero.

Once written, use the checklist below to help edit and redraft your work.



Have you included the following features?

• Your address and date

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• A greeting e.g. Dear Sir

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• Why you are writing

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• Paragraphs for each point made

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• A formal or informal tone

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• A wide range of conjunctions

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• A wide range of punctuation

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• A concluding paragraph

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• An appropriate sign off

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