Thursday - Writing a Letter

Write a letter saying thank you to a healthcare hero.
Use the outline below to help you.

Your address

_____

_____

_____

Today's date

_____

Greeting

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Closure

_____

Features often included in letters:

- your address and the date
- a greeting: To, Dear
- polite language but not too chatty
- an opening sentence saying why you are writing the letter
- paragraphs each with a different focus
- a closing summary sentence
- a closure: from…

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