



Use this planning sheet to include all of your best ideas for writing your letter.

1: Who are you writing to? \_\_\_\_\_

2: What is the reason you are writing the letter?

3: Why is this important?

4: List 3 things that you want to say in your letter:

1)

2)

3)

5: How will you finish your letter? (Think carefully. Is 'from' or 'love from' okay? Do you know the person? When we do, we use 'sincerely' but if you do not know them, it is 'faithfully')