



Planning Template – Letters

Use the following template to help students plan and structure a letter correctly.

Sender's name and address:

.....

Today's date:

.....

Greeting and recipients name:

.....

Sizzling Start:

.....

.....

Body paragraph 1 (Strong):

.....

.....

Body paragraph 2 (Lower impact):

.....

.....

Body paragraph 3 (Strongest):

.....

.....

Ending with Impact:

.....

.....

Sign off (sign and print your name):

.....

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