

## Week 7 Task 3 Letter Template

**Paragraph 1:** Make the reason clear why you are writing.

**Paragraph 2:** Write in a chatty manner (i.e. use contractions ( don't, can't etc), and you can use informal phrases and expressions, i.e. was feeling under the weather)

**Paragraph 3:** Summarise your main points for writing the letter

**Signing off:** You could choose from phrases such as - **Best Wishes, Bye for now, All the best, Love from,**

Write address here.

Write date below:

Dear .....

**Paragraph 1**

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**Paragraph 2**

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**Paragraph 3**

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**Sign off here**

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