



## Letter plan

Plan and write a letter to a soldier. This could be someone you know or find the nearest base to send the letters. You could plan your ideas first using the template below.

Introduction – Why are you writing? To thank them for their work? To find out more about their role?

Paragraph 2 – Share some information you have learned from the resource about how soldiers have been helping recently.

Paragraph 3 – Ask any questions you have or share what you would like to know.

Conclusion

### Sentence openers

I am writing to tell you  
Although  
Despite the fact that  
Even though  
I look forward to

I wish to  
I hope that  
I would be grateful if  
In addition

### Letter writing checklist

- Address and date
- Greeting – Dear/To
- Paragraphs
- Varied sentence openers
- Yours sincerely