

**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

Letter writing checklist

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

Sentence openers

I am writing to tell you I wish to

Although I hope that

Despite the fact that I would be grateful if

Even though In addition

I look forward to