

REMINDER ONLY please do not copy this!

Paragraph 1: Explain you are writing to thank theExplain who YOU are.... My name is.....

Paragraph 2: Main part of your letter

Why are the keyworkers are exceptional people?

Paragraph 3: Summarise your reasons for writing again and thank the for

Signing off: **Yours sincerely** if you know their name / **Yours faithfully** if you don't.

Write your address here.

(First Name only)

North Beckton Primary School

Beckton

London

E6 5GX

(To whom you are writing)

London

E16 25AB

Write date below:

Dear,

(Paragraph 1)

I am writing _____

(Paragraph 2)

(Paragraph 3)

(Signing off) _____