Planning Grid

Dear	
Who are you writing to?	
Paragraph 1	
Why are you writing the	
viriy are you writing the	
letter?	
Paragraph 2	
Strongest argument	
Paragraph 2	
Second point	
·	
Paragraph 3	
Third point	
rima point	
Conclusion	
Sum up the main	
orgument	
argument	
Sian off	
Sign off	
Yours faithfully	
	<u> </u>