

# LEARN AT CHESTER ZOO

## PERSUASIVE FORMAL LETTER PLANNING SHEET

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Class: \_\_\_\_\_

1.	_____
2.	_____
3.	_____ _____ _____
Dear Mr/ Mrs/ Miss/ Ms/ Sir/ Madam	
4.	
5.	
6.	
7.	
8.	
9.	Yours Sincerely (Name known)/ Yours Faithfully (Sir/ Madam used to start letter) _____ Your Name _____ (Mr/ Mrs/ Miss) _____

1. Your address
2. Date
3. Address (of letter recipient)  
Dear Mr/ Mrs/ Miss/ Ms/ Sir/ Madam
4. **Paragraph 1** - What are you writing about? Background to topic? Overview of what you would like to achieve from the letter.
5. **Paragraph 2** - Persuasive point given. Evidence/ example to back up point.
6. **Paragraph 3** - Persuasive point given. Evidence/ example to back up point.
7. **Paragraph 4** - Persuasive point given. Evidence/ example to back up point.
8. **Concluding Paragraph** - Restate what you would like to achieve and why. Summarise main points. Looking forward to hearing from recipient..
9. Yours Sincerely (Name known)/ Yours Faithfully (Sir/ Madam used to start letter) \_\_\_\_\_  
Your Name \_\_\_\_\_ (Mr/ Mrs/ Miss) \_\_\_\_\_

