

# 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) \_\_\_\_\_

