Informal letter template

Plan	Ideas/ sentence openers
Opening sentence – what is the purpose of your letter? Clue about what happened in the Christmas holidays.	I wanted to tell you all about… I had an amazing holiday… Guess what I got up to in my Christmas break… well…
Start at beginning of the day – what happened? What details did you notice? How did you feel?	It all started when… This morning/afternoon began like any other. Yesterday, … I woke up in the morning eager to open the presents ….
What happened on Christmas Eve/Day? *Describe the tree, presents, food, relatives or siblings etc.*	Large, oversized boxes lay beneath the Christmas tree…
End sentence: What will happen next? Why do you think this? How do you feel about it?	I really hope…. I'm sure that…. I wish Christmas didn't have to end too soon…

Descriptive Language / Openers:	Time conjunctions/ Adverbials:
Glistening Stunning The evening was magical… While everyone was sleeping, I crept silently…	Although… Even though…