

Informal letter template

Plan	Ideas/ sentence openers
Opening sentence – what is the purpose of your letter?	I wanted to tell you all about... I've made an incredible discovery... This is a secret...
Discuss the events that you have experienced e.g. the baby keeping you up at night, missing your friends, discovering the creature in the garage...	It all started when... The whole house is falling apart... I'm worried about the baby... What if Doctor Death takes the creature away...
What happened on the day you discovered the creature?	Derelict garage... Bluebottles and spiders everywhere...
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 want to...
Descriptive Language / Openers: Derelict Anxious Concerned	Time conjunctions/ Adverbials: Although... Even though...