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Success Criteria	I think:	My friend thinks:
I have written my name, address and date at the top of the letter.	  	  
I have introduced myself, my job and the name of the company.	  	  
I have told person I am writing to what Nature's Wood hopes to achieve and why	  	  
I have explained that we are asking local businesses and community partners for help with our project	  	  
I have explained that the help could be to sponsor something or to help us with a physical aspect of the space. I HAVE GIVEN EXAMPLES OF BOTH	  	  
I have used paragraphs.	  	  
I have checked my work to edit any punctuation, spelling or grammar.	  	  
I have ended my letter with a positive comment and Yours faithfully or Yours sincerely.	  	  

## OLI I can write a personal letter to a shop or a business #2

Success Criteria	I think:	My friend thinks:
I have written my name, address and date at the top of the letter.	  	  
I have introduced myself, my job and the name of the company.	  	  
I have told person I am writing to what Nature's Wood hopes to do	  	  
I have explained that we are asking people in the community for help with our project	  	  
I have explained that the help could be to sponsor something or to help us with something physical. I HAVE GIVEN EXAMPLES OF BOTH	  	  
I have used paragraphs.	  	  
I have checked my work to edit any punctuation, spelling or grammar.	  	  
I have ended my letter with a positive comment and Yours faithfully or Yours sincerely.	  	  

## Sentence starters for paragraphs

### Paragraph 1 -2

I am writing to you today to tell your about our exciting project

I am writing to you today to ask for help with our outdoor project

I am writing to you to let you know of an exciting project in our school community



### Paragraph 2 - 4

Part of my job in the \_\_\_\_\_ Team is to writing to local businesses because

As a local business person I realise the last year must have been particularly difficult and I don't want to make this worse for you.....

Our company is looking for support in a number of different ways



### Paragraph 5

Please find enclosed a list of possible ways to help our company Nature's Wood.....

I hope you have enjoyed reading my letter and can help us in some way...

Fifty-seven pupils are working on this project together to benefit the whole school community....



- Read your letter to someone else, make sure you haven't left anything important out.
- Your letter is your own and doesn't have to sound the same as someone else's.
- Remember if your are detailed and very polite you are more likely to get a positive result.