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

**WALT: Write using the features of a letter.**

Use the letter on page 22 as a model. DO NOT COPY!

WILF:

* Date
* Dear editor
* Use suitable vocabulary – I would like to propose, I believe my idea will work, I would like to offer
* End with – Yours faithfully

- Name

- Job

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

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