National Literacy Trust
Changing life stories

THE ROYAL BRITISH LEGION

Ms Smith
Parkway School
London
England
E3 27R

Mr Reginald Cooper
Cotton Mill
Glossop
Derbyshire
SK13 1WW

Dear Reginald,

I am writing to you today to sincerely express my gratitude for your work in Glossop cotton mill during World War One.

To begin with, I'd like to thank you for working so hard to produce materials that were essential to the war effort, such as fabric for aeroplane wings. Things could have been different if Britain's factories hadn't continued to run and produce important materials.

Secondly, I'd like to express my appreciation for the fact that you gave up things you enjoyed (like sport and music) to work in the mill. I enjoy playing football with my friends and learning to play the piano and I would be upset if I had to give those up to work.

Finally, I will thank you for the impact you've had on us today. I noticed that the school leaving age was raised to 14 in 1918. I think this might have been because children like you had to make sacrifices for the war and the government decided that you deserved better. I'm so pleased about this because I wouldn't like to leave school and go to work at the age of 12.

I hope, Reginald, that I have shown you how grateful I am and will continue to be for everything you did.

Yours sincerely,

Ms Smith

ALL WHO SERVED, SACRIFICED, AND CHANGED OUR WORLD
Thank you
1918 - 2018

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FORMAL LANGUAGE TO USE:

EMOTIVE LANGUAGE TO USE:

ACHIEVEMENTS TO MENTION:

COHESIVE DEVICES TO USE:

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Address

Date

Address

Introduction – Explain your reason for writing and summarise achievements

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Paragraph 1 – Explain your appreciation of one achievement

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Paragraph 2 - Explain your appreciation of one achievement

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Paragraph 3 - Explain your appreciation of one achievement

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Closing sentences – Summarise what you have said so far

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Yours sincerely,

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