



Ms Smith
Parkway School
London
England
E3 27R

Ms Elsie Inglis
Dean Cemetary
Dean Village
Scotland

Dear Ms Inglis,

I am writing to you today to sincerely express my gratitude for your life's work. Your kindness and sense of humanity touched so many; I have no doubt that there are countless people indebted to you. Not only were you a tremendously talented doctor, you used your intelligence to support women's rights, which has been so valuable to modern society. I'd like to thank you for these things in more detail...

To begin with, I'd like to thank you for all of the lives you saved, whilst working with your medical unit in Serbia. You persevered and insisted on helping with the war effort even when others doubted you – that must have taken great courage. It is truly commendable that you went on to save thousands of lives with your fellow medics. Just imagine: if those soldiers and civilians hadn't had you, their children, grandchildren and great-grandchildren might not be here today!

Secondly, I'd like to express my appreciation for all of the courageous work you did for women's rights. You looked out for those most in need, I admire you ever so much for opening a hospital for vulnerable women. Not only that, but you still found the time to campaign for women's suffrage! You'd be so proud to see that now, in 2018, all women have the right to vote.

Finally, I will thank you for the impact you've had on us today. Your selflessness, commitment and talent still inspire doctors, women and all others across the world today! I hope you'd be pleased to know that your portrait has even been included on the Scottish £50 note, to demonstrate just how loved and admired you still are.

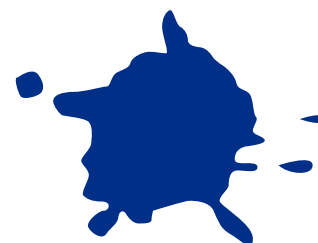
I hope, Ms Inglis, that I have shown you how grateful the world is, and will continue to be, for everything you did.

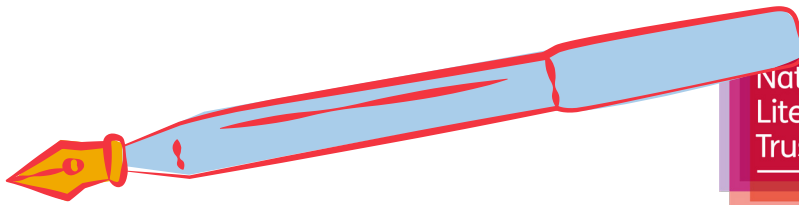
Yours sincerely,

Ms Smith



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Changing life stories



FORMAL LANGUAGE TO USE:

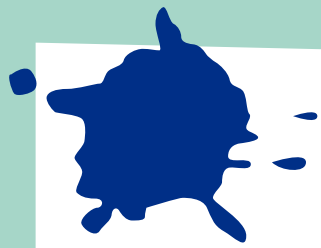
EMOTIVE LANGUAGE TO USE:

ACHIEVEMENTS TO MENTION:

COHESIVE DEVICES TO USE:



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Changing life stories



Address

Date

Address

Introduction – Explain your reason for writing, 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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