

Persuasive Letter Planner

Introduction:

Point 1:

Evidence:

Explain:

Point 2:

Evidence:

Explain:

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Point 3:

Evidence:

Explain:

Address an opposing opinion:

**Conclusion: Say what you want to happen next e.g
Arrange a meeting or a phone call?**

End your letter:

Yours Sincerely (When you have used a name e.g Mr/Mrs/Ms/Miss.)

Your Faithfully (When you have used Dear Sir or Madam.)