

# Write a letter of at least 150 words

Your name

Dear [REDACTED],

Explanation - reason for writing

Paragraph 1 - First point with detail

## Use linking words

### Order

- First/ firstly,
- Second/ secondly,
- Third/ thirdly,
- Finally,

### Addition

- Additionally,
- Moreover,

### Illustration

- For example,
- For instance,

### Contrast

- However,
- On the other hand,

### Result

- Therefore,
- Hence,

### Conclusion

- In conclusion,
- To sum up,

Paragraph 2 - Second point with detail

Paragraph 3 - Third point with detail

Closing (That's all for now/ I'd better get back to work/ I must go/I look forward to seeing you!... etc)

All the best,