

Letter Planning

Make a note here of addresses you will need and how you are going to start your letter. You will be using a formal style.

How will you start the main body of the letter?

What will your introduction be?

Include detail

What reasons are you going to give for banking at Gringotts?

Add extra detail and information to add interest to your letter.

How will you finish your letter?

Which formal ending do you need to use? Do you know the name of the person you are writing to?