

Divide the letter into paragraphs and copy it onto the writing frame. Highlight the paragraphs and create a key at the bottom. You need to identify the sender's and the recipient's address, the opening paragraph, the main body and the closing paragraph.

Sunlight Hospital

Well Road

Hilltop Town

T11 1234

Mr Jenner

32 High Street

Cliff Town

TT11 123

12th March 2016,

Dear Mr. Jenner,

I am writing to inform you that the operation on your left knee is on Tuesday 16th May at 10 o' clock. Please arrive at the hospital two hours before this time and come to the Knee Clinic. Please make sure you have packed an overnight bag because you will have to stay in the hospital for two nights. Bring your softest pyjamas, a book and comfortable slippers but do not bring anything valuable such as tablets, laptops, watches and phones. You must take care after the operation and you will be given a walking frame to help you slowly move again. If you have any questions or if you can't come on this day, please call the number below. Yours sincerely, Dr. Michael Hobbs.