

Thank you letter

This is an unusual time when most people have been asked to stay at home in order to keep themselves and others healthy.

There are lots of people still going to work to help the community in different ways. These are called **'key workers'**.

Some of these jobs include:

- Supermarket workers
- Hospital workers
- Cleaners
- Transport drivers
- Police officers
- Firefighters
- Teachers



Do you know anyone working in one of these jobs?

We want to join together to say a big **'thank you'** to all the key workers who are helping to keep others safe and healthy. One way to do this is to write a thank you letter. Can you help by writing your own thank you letter?

Some **tips on how to structure your letter** are on the next page.

Set yourself a **vocabulary challenge**. How many of these key words and phrases can you include? If you do not know the meaning of any of them, use a dictionary to check.

- express gratitude
- grateful
- show appreciation
- appreciate
- essential
- crucial
- vital
- life-saving
- respect
- hold in high regard
- on behalf of the local community

How to begin

Dear [the person you are writing to],

Paragraph 1

Tell the reader a little about who you are and why you are writing to them

- Your name
- Your age/ year group at school
- Why have you chosen to write to them?

Paragraph 2

Thank the reader for the important work that they do

- Why do you think the work they do is important at this time?
- How is the local community benefiting from their work?
- What do you think must be interesting about their work?
- Is there something you would like to ask about their job?

Paragraph 3

A happy and hopeful message

- Mention that you know this is a busy/ unusual time for them
- Write about something that you think will make them smile - a joke, a fun fact, a personal story with a happy message

How to sign off

- If you do not know the name of the person you are writing to, use 'Yours faithfully'
- If you know the person's name but you do not know them well, use 'Yours sincerely'
- If your letter is informal/ you know the person you are writing to well, you can use 'With best wishes'