

Your address on the right-hand side of the page

Today's date on the right-hand side of the page

Mangonui School

Colonel Mould

Mangonui 0420

18 February 2020

Jacinda Ardern
Freepost Parliament
Private Bag 18 888
Parliament Buildings
Wellington 6160

The address of the person who is receiving your letter on the left-hand side of the page

Dear Mrs Jacinda Ardern,

Dear who?
leave a line

Bold statement

I am writing to thank you for shutting down our country to keep us all safe from Covid 19.

Paragraphs follow the TEXT structure
Paragraph 1

You set a lot of rules for us to follow to ensure Covid 19 did not spread quickly throughout New Zealand. All the parks and playgrounds were closed. Only the essential shops were open and only essential workers had to go to mahi. We had to stay in our family bubbles to make sure we did not get Covid 19. These were great rules which worked really well.

Paragraph 2

There were a few things about the lockdown that were tricky. It was risky to go for a walk and it made me feel really nervous about being outside. I was really bored at

home because there was not a lot to do. I had to stay in my bubble which was challenging because I didn't get to see my nana and I missed her a lot. Although these rules were hard to follow I knew I had to, to keep everyone safe.

Paragraph 3

Now, we are back at school. We use hand sanitiser to wash our hands all the time. We are not allowed to have an assembly because we are only allowed 100 people together at one time. We have to sit at desks instead of on the mat. I like where I sit. I think that it is important to follow these rules so we do not contract Covid19.

Yours sincerely,
Vincent Tomars
Age 10

Sign off with a formal farewell and your name.