Plan for letter writing- Letter to Boris Johnson

Write your address/date	
Who are you writing your letter to?	
What are your positive points? <i>Remember what challenge you are</i> <i>completing</i> .	
What are your negative points? <i>Remember what challenge you are</i> <i>completing</i> .	
Do you have solutions for these complaints?	
How do you feel about the current situation?	
How do you end your letter?	