

Aim

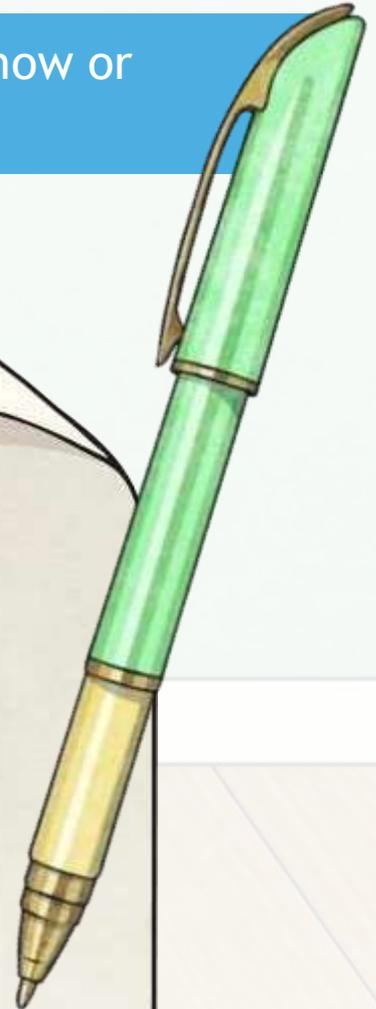
- To learn how to correctly set out a formal letter

What Is a Formal Letter?

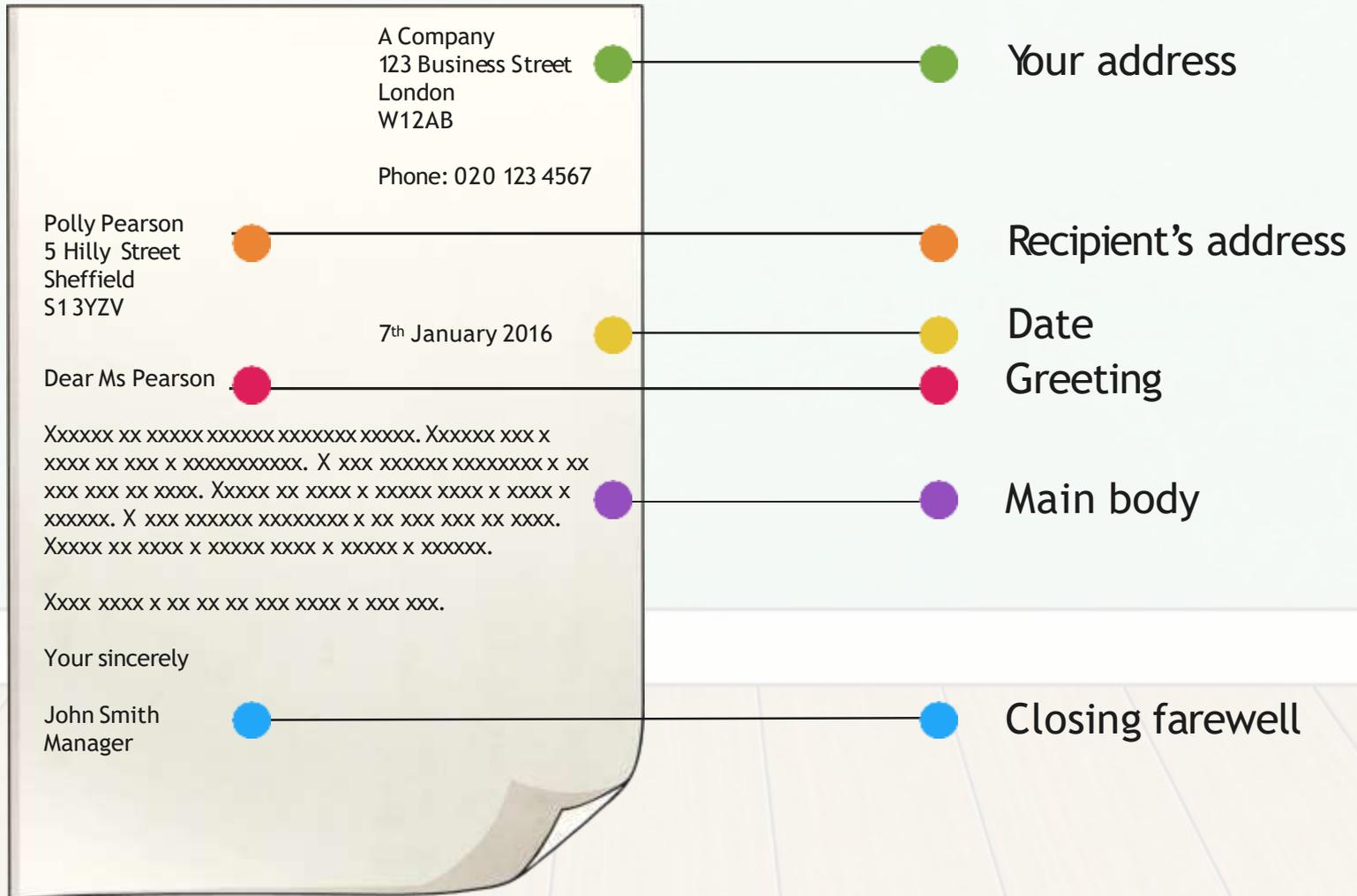
A formal letter is a letter that we send to people we don't know or who we are not very familiar with.

Types of formal letters can be:

- Complaint letters
- Protest letters
- Invitations
- Letters to schedule an appointment



Layout



Example of a Formal Letter of Protest

116 Longroyd Lane
Morbley
MB9 PPQ

Morbley Council
4 Middle Street
Morbley
MB2 FFH

Monday 1st February 2020

Dear Sir/Madam,

I am an extremely concerned local resident, having just read an article in the Morbley News informing me that the council is seriously considering closing the sports centre. I am writing to let you know the reasons why I totally oppose this decision.

Demolishing the centre, in order to create extra car parking for the town, is an outrage as the centre is an important public service. More parking will encourage more vehicles into what is an already very congested town, bringing increased levels of pollution too.

I am one of the many locals who uses the centre every week, along with my children. My eldest son has karate lessons there and my daughter has just started gymnastic classes.

Furthermore, I use the swimming pool and badminton courts every week with friends and neighbours. The centre is a way for everyone to keep fit and healthy so surely this must be protected?

In addition to this, both my children visit the centre with their school for swimming lessons. Swimming is a vital skill which can save lives so where do you propose these lessons will continue once the centre is closed? I very much doubt that the school will transport classes to the city sports centre, which is over an hour away from Morbley.

I think it is disgraceful that local people haven't been given a say in the matter so I have started a petition to keep the centre open. I have also begun a campaign encouraging local people to visit the town on public transport in order to reduce the need for more car parking.

I urge you to reconsider your plans and I look forward to your response.

Yours faithfully,

Louise Jones

Mrs Louise Jones

How to Write a Formal Letter

(Complaint about the rubbish in local park)

Step 1 - Write your address in the top right-hand corner of your letter.

7 Jasmine Road
Essex
EX36 9EL

Step 2 - Write the address of the recipient underneath this, on the left.

7 Jasmine Road
Essex
EX36 9EL

Wheeler's Deals
12 Main Street Baytown
Kent
KT15 8RL

Step 3 - Write the date underneath both addresses, on the right.

Wheeler's Deals
12 Main Street Baytown
Kent
KT15 8RL

7 Jasmine Road
Essex
EX36 9EL

26th September 2020

Step 4 - Write the name of the person who the letter is for on the left-hand side, below the date, and add a comma. If you do not know their name, use 'Dear Sir or Madam'.

7 Jasmine Road
Essex
EX36 9EL

Wheeler's Deals
12 Main Street Baytown
Kent
KT15 8RL

26th September 2020

Dear Mr Wheeler,

Step 5 - Begin your main body by explaining why you are writing the letter.

7 Jasmine Road
Essex
EX36 9EL

Wheeler's Deals
12 Main Street Baytown
Kent
KT15 8RL

26th September 2020

Dear Mr Wheeler,

I bought a red, 2015, Buzuki Whiz from your dealership on 16th August 2020 and to say I am unhappy with the purchase is an understatement. I have tried calling your garage a number of occasions but as soon as I give my name, the line goes dead. I am writing this formal letter of complaint to inform you of the serious issues I have had with the vehicle and what I expect from you as a result.

Step 6 - Next, add any information to further your complaint, in paragraphs.

(Letter, continued.)

Days after buying the car, I experienced the following problems: thick smoke coming from the exhaust, a loud rattling noise from under the car bonnet, faulty windscreen wipers, a heater which only blows cold air, a broken horn, a sunroof which refuses to open and just yesterday, one of the wing mirrors fell off. Mr Wheeler, you assured me that this car was in excellent condition and I trusted you. This car is unfit to drive and could have caused me to be involved in a road traffic accident.

Step 7 - When you have finished making your complaint, explain what you would like to happen as a result of your letter.

(Letter, continued.)

Days after buying the car, I experienced the following problems: thick smoke coming from the exhaust, a loud rattling noise from under the car bonnet, faulty windscreen wipers, a heater which only blows cold air, a broken horn, a sunroof which refuses to open and just yesterday, one of the wing mirrors fell off. Mr Wheeler, you assured me that this car was in excellent condition and I trusted you. This car is unfit to drive and could have caused me to be involved in a road traffic accident.

Firstly, I demand a full refund by the end of the month. Furthermore, the car is sitting in our driveway and I expect that someone will come to collect it by the end of the week. Please be assured that if my expectations are not met, I will be taking the matter further.

Step 8 - Finish off your letter with your closing farewell. This can be either:

Yours sincerely
(YOUR NAME)

If you know the recipient's name

Yours faithfully
(YOUR NAME)

If you do not know the recipient's name

(Letter, continued.)

Firstly, I demand a full refund by the end of the month. Furthermore, the car is sitting in our driveway and I expect that someone will come to collect it by the end of the week. Please be assured that if my expectations are not met, I will be taking the matter further.

Yours sincerely,

Mr S Holmes

Mr S. Holmes

Your address:

Recipient's address:

Date:

Dear

Yours

Y3 Task

Here are some sentence starters to help you

I am writing to inform you ...

I am unhappy with the

This an environmental hazard...

I hope you will....

Y4 Task

Can you use the following words
in your letter?

- Plight
- Litter
- Environmental
- Hazard
- Health and Safety
- Take action
- Removal of hazardous materials

Spellings

Word	Practice 1	Practice 2	Practice 3	Practice 4
women				
woman				
weight				
various				
through				
thought				
though				
therefore				
surprise				

Challenge – use these words in sentences. E.g.

Suffragette was a movement for women.

Word of the week

State

It has different meanings in different contexts, such as shape.

The states of the matter.

Nation as in ‘Other European states...’

Express as in ‘as I have stated in my letter...’

Discuss this with your child.

English Flip Y3-4

Watch the video using the following link.

<https://www.bbc.co.uk/teach/class-clips-video/english-ks1-ks2-how-to-write-an-explanation/zh2kjhv>

