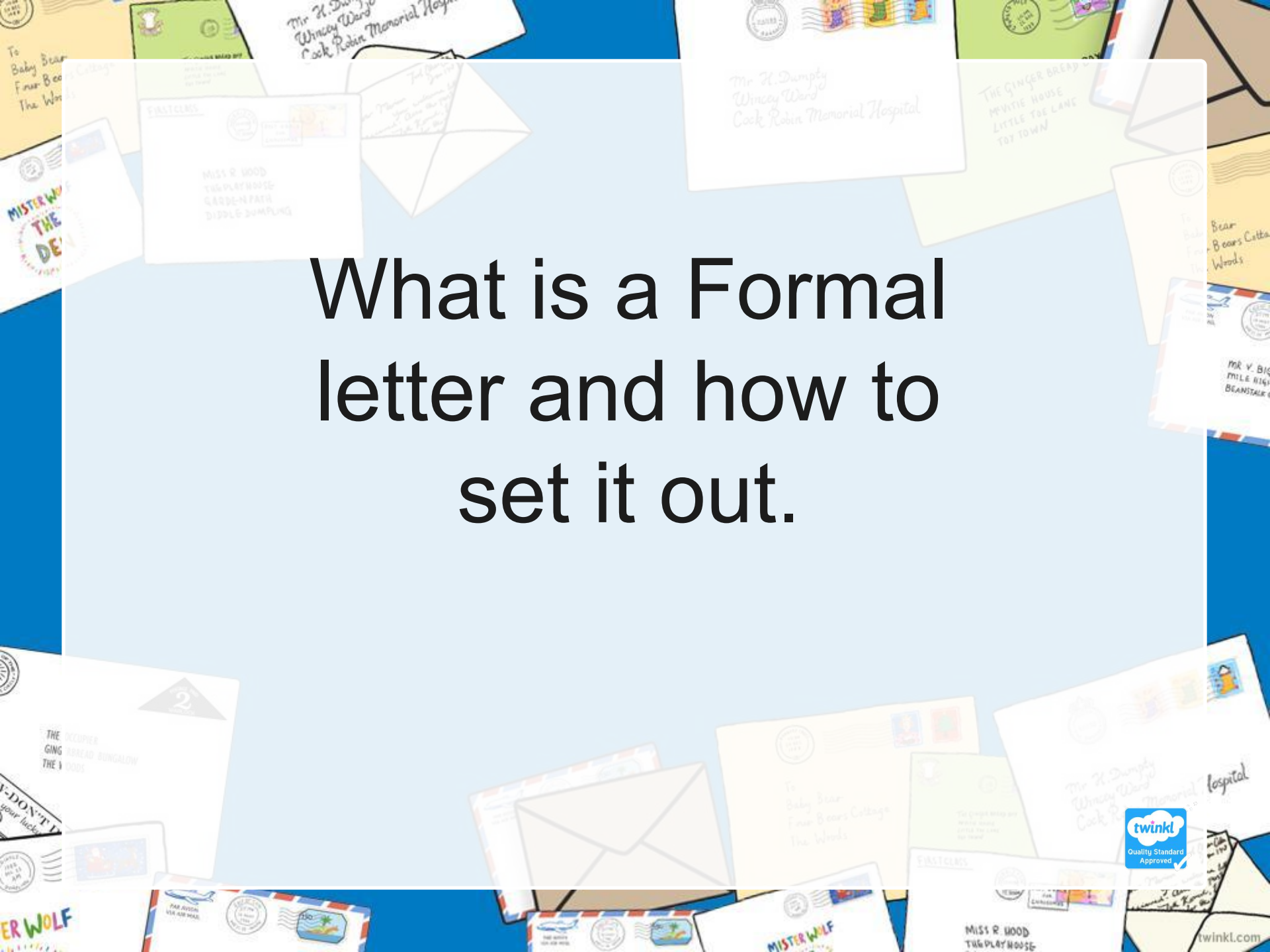


Letter Writing and Fairytales

This week you will be working around a well known fairy tale, Goldilocks, and going over how to write a formal letter. You have written **informal letters** before, not only to your pen pals, but also when writing letters to friends when we studied Granny Ting Ting. Now you are going to work on **FORMAL LETTERS**

This week;

- You will learn how to lay out your formal letter.
- You will discover the features of formal letters.
- You will become skilled at spotting these features in formal letters.
- By the end of this week you will be writing your own well planned formal letter.



What is a Formal letter and how to set it out.



What Is an Formal Letter?

A formal letter is a letter that **we send to people we often don't know very well. Often they are not friends or family.**

Some types of formal letters can be:

- Complaint letters;
- Thank you letters
- Request letters
- Applying for a job letters

Look at the layout below and make note of how the letter looks.

Layout

1

Mr. T. Smith
89 Foxhole Lane,
Twinklstone.
WA12 4QP.

Your address

2

Monday 26th November 2016

Date

3

Mr. S. Pilkington
32 Warren Drive,
Warwickshire.
S13 4AP.

Recipient's address

4

Dear Mr Pilkington,

Greeting

I am writing to complain about the vegetables purchased from your shop three days ago.

Firstly, the potatoes which were not only hollow, but had an infestation of ants within them. Secondly, the 500g of mushrooms were actually doorknobs which had been painted grey. Last was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green.

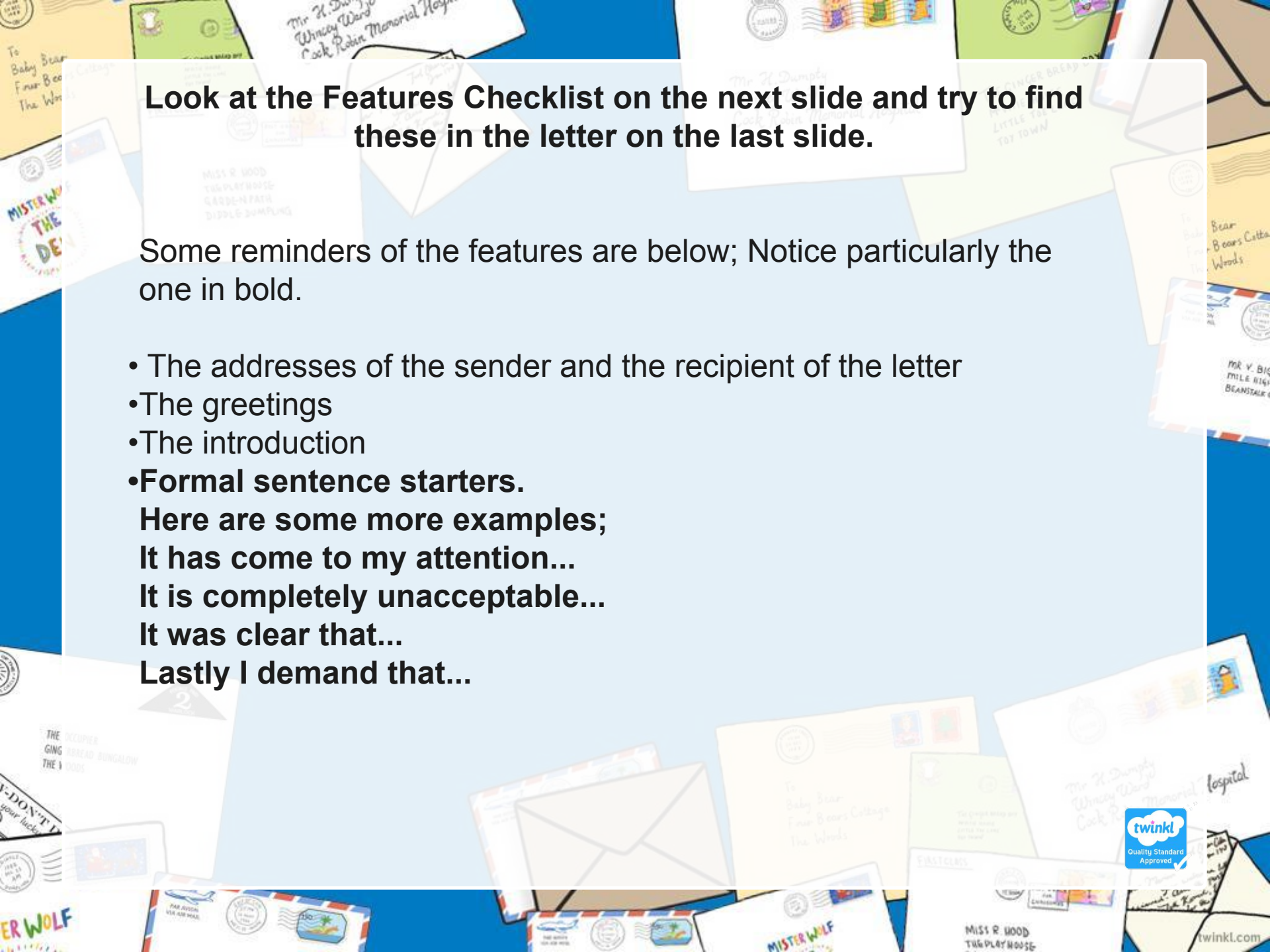
Main body

This standard is unacceptable and I demand a refund for these goods. You should expect a visit from myself within the week.

6

Yours sincerely
Mr. T. Smith

Closing farewell



Look at the Features Checklist on the next slide and try to find these in the letter on the last slide.

Some reminders of the features are below; Notice particularly the one in bold.

- The addresses of the sender and the recipient of the letter
- The greetings
- The introduction
- **Formal sentence starters.**

Here are some more examples;

It has come to my attention...

It is completely unacceptable...

It was clear that...

Lastly I demand that...

Features of Formal Letters Checklist

Does your formal letter include...	✓	Teacher
the sender's address?		
the address of the recipient?		
the greeting 'Dear Sir/Madam' if you don't know the recipient or 'Dear Mr/Mrs/Miss (surname) If you know the recipient?		
an introduction?		
formal sentence starters such as 'I am writing to inform you' or 'I would like to express'?		
details organised into paragraphs?		
a conclusion saying what needs to happen next?		
'yours faithfully' if you don't know the recipient or 'Yours sincerely' if you do know the recipient when you have finished the letter?		
your name at the end?		

Find the features in this letter. Focus on the formal language as explained before. Highlight or write these out.

Formal Letter of Complaint Writing Sample

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

7 Jasmine Road
Essex
EX36 9EL

26th July 2016

Dear Mr Wheeler,

I bought a red, 2005, Buzuki Whiz from your dealership on 16th July 2015 and to say I am unhappy with the purchase is an understatement. I've tried calling your garage a number of times but as soon as I give my name, the line goes dead. I'm 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.

Days after buying the car, I experienced the following problems: thick smoke coming from the exhaust, a loud rattling noise under the car bonnet, faulty windscreen wipers, a heater which only blows cold air, a broken horn, a sun roof 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 aren't met, I will be taking the matter further.

Yours sincerely,

Mr S. Holmes

Mr S. Holmes

