

Thursday 30.04.20

WALT write a letter

Now use your plan from yesterday to have a go at writing the **Formal letter of apology to the Bears Family.**

Remember the power point from Monday on how the letter should be laid out.

Here is the same example for you to have a look at again. You can make up an address for the Bears home!

Layout

The diagram illustrates the layout of a formal letter with six numbered callouts and corresponding colored arrows:

- 1** (Purple arrow): Your address (Mr. T. Smith, 89 Foxhole Lane, Twinkstone, WA12 4QP.)
- 2** (Orange arrow): Date (Monday 26th November 2016)
- 3** (Blue arrow): Recipient's address (Mr. S. Pilkington, 32 Warren Drive, Warwickshire, S13 4AP.)
- 4** (Red arrow): Greeting (Dear Mr Pilkington,)
- 5** (Yellow arrow): Main body (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. This standard is unacceptable and I demand a refund for these goods. You should expect a visit from myself within the week.)
- 6** (Teal arrow): Closing farewell (Yours sincerely Mr. T. Smith)

These connectives will really help you structure your writing.

and next because
moreover also
so then however
as well as but
furthermore later

meanwhile first last
next then finally
eventually this evening
last week after a
while soon afterwards
meanwhile

Here are some sentence starters for your paragraphs;

1. Introduction

I am writing this letter to you.....

2. Details

The only reason I entered your house.....

The damage that I

3. Feelings

After I reached home, I realize I caused a lot of damage....

I am in so much trouble.....

4. Apology and Conclusion

I am truly sorry.....

Even if you are still angry I wish to make up to you....

If you wish to contact me please....

REMEMBER the greetings and closing farewell of the letter should be structured the way you have been shown. These words may be helpful for the farewell.

Awaiting your Response, Yours Sincerely, Regretfully Yours,

