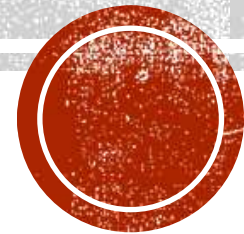


LO: TO IDENTIFY THE FEATURES OF A FORMAL LETTER

15/7/20



WATCH THIS VIDEO...

- https://www.bbc.com/health/tonics/2017/07/20170727_0h1



Learn how to write a formal letter using the correct layout and language.



TASK:

Use the checklist to annotate each of the features in the examples given.

Features of Formal Letters Checklist

Does your formal letter include...



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



Mr S. Pilkington
32 Warren Drive
Warwickshire
S13 4AP

Mr T. Smith
89 Foxhole Lane
Twinklstone
WA12 4QP

Monday 26th November 2012

Dear Mr Pilkington,

I am writing to complain about the vegetables purchased from your shop three days ago. Firstly, the sweet potatoes 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. Lastly was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green and filled with jelly. I am uncertain of what gave you such a preposterous idea as to paint doorknobs grey and sell them as mushrooms or to fill a football with jelly. This standard is unacceptable and I demand a refund for these goods. You shall be expecting a visit from me within the week.

Yours sincerely

Mr T. Smith



Miss W. Spider
62 Twaddle Street
Rambleswisck
PT5 7AP

Mrs S. Webb
2 Fruitim Road
Pendyville
SP1 4LF

Friday 13th January 2013

Dear Sir or Madam,

Thank you for your email regarding my purchase of a plot of land. I have to say, however, that I am deeply disappointed with the lack of access to this land. I applied for this land because I would have liked to own a little piece of the Scottish Highlands. Sadly this land was at the very top of a highly inaccessible mountain and I feel I have wasted a precious £300.

Your comments would be appreciated.

Regards

Mrs S. Webb

