

Week 8 Formal Letters Task 2

64 Brown Lane,
Foxhole,
Devon,
TQ9 7NJ.

13th June 2020.

Co-op,
21 High Street,
Foxhole,
Devon,
TQ 9 7LP.

Dear Mr. Smith,

I am writing to complain about the sprouts I bought from your shop last week. I came into your shop on Tuesday morning. I bought 500g of fresh sprouts with a sell by date of 20.06.20, which, as you know, is next week.

When I tried to cook the sprouts, I found they were rotten inside. I had peeled the sprouts and cooked them with chestnuts. It was not until I went to eat them that I found they were rotten.

This was very unsatisfactory, as I had nothing else to eat. Following the disappointment, I was forced to go out and buy other food. As it was late at night, the choice of shops was very limited and I had to settle for a tin of soup. I would like a full refund. I paid in cash and I enclose the receipt.

Please contact me at the above address if you need to me come into the shop to pick up the refund, otherwise please send me a cheque.

Yours sincerely,

Miss. F. Gardener.

Answer these questions in your home learning book. Please answer in sentences!

- 1) Who is the letter to? **The letter is written to.....**
- 2) Who is the letter from?
- 3) When was the letter written?
- 4) Where does the sender live?
- 5) What is the purpose of the letter?
- 6) Does the sender know the person they are writing to? How do you know?
- 7) What would the sender like the shop owner to do?
- 8) Write down 5 words/ phrases which tell you the letter is formal.