

How to Write a Formal Letter



Week 8 Formal Letter Writing

This week we are going to learn:

- when to write a formal letter.
- about the key features/ layout.
- what kind of language to use.

When do we write a formal letter?

We could be:

- writing to complain about something.
- making a reservation for a holiday, booking tickets etc.
- applying for a job or work experience.
- replying to a special invitation.
- protesting about an issue.

Key Features.



So how do we
correctly set
out a formal
letter?



Layout

A Company 123 Business Street London W1 2AB Phone: 020 123 4567 7th January 2016	— — — —	Your address
	— — — —	Date
Polly Person 5 Hilly Street Sheffield S1 3YZV	— — — — — — — — — —	Recipient's address
Dear Ms Person	— — — — — — — — — —	Greeting
Xxxxxx xx xxxxx xxxxxxx xxxxxxx xxxxx xxxxxx. Xxxxxx xxx x xxxx xx xxx x xxxxxxxxxxx. X xxx xxxxxx xxxxxxxxx x xx xxx xxx xx xxxx. Xxxxx xx xxxxx x xxxxx xxxxx x xxxxx x xxxxxx. X xxx xxxxxxx xxxxxxxxx x xx xxx xxx xx xxx. Xxxxx xx xxxxx x xxxxx xxxx x xxxxx x xxxxxx.	— — — —	Main body
Xxxx xxxx x xx xx xxx xxx x xxx xxx.		
Yours sincerely		
John Smith Manager	— — — — — — — — — —	Closing farewell

Beginning Your Letter

If you don't know who to address your letter to, then you must begin the letter with:

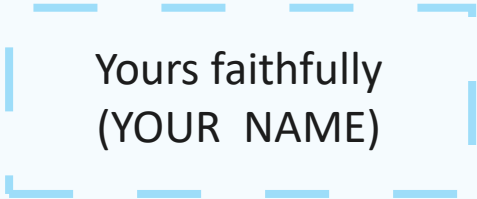
Dear Sir or Madam,

If you know the name of the person you are writing to, then you must begin the letter with Mr, Mrs or Ms along with their surname:

Dear Mr Smith,

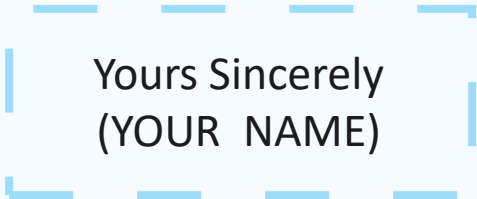
Ending Your Letter

If you don't know who to address your letter to, then you must end the letter with:



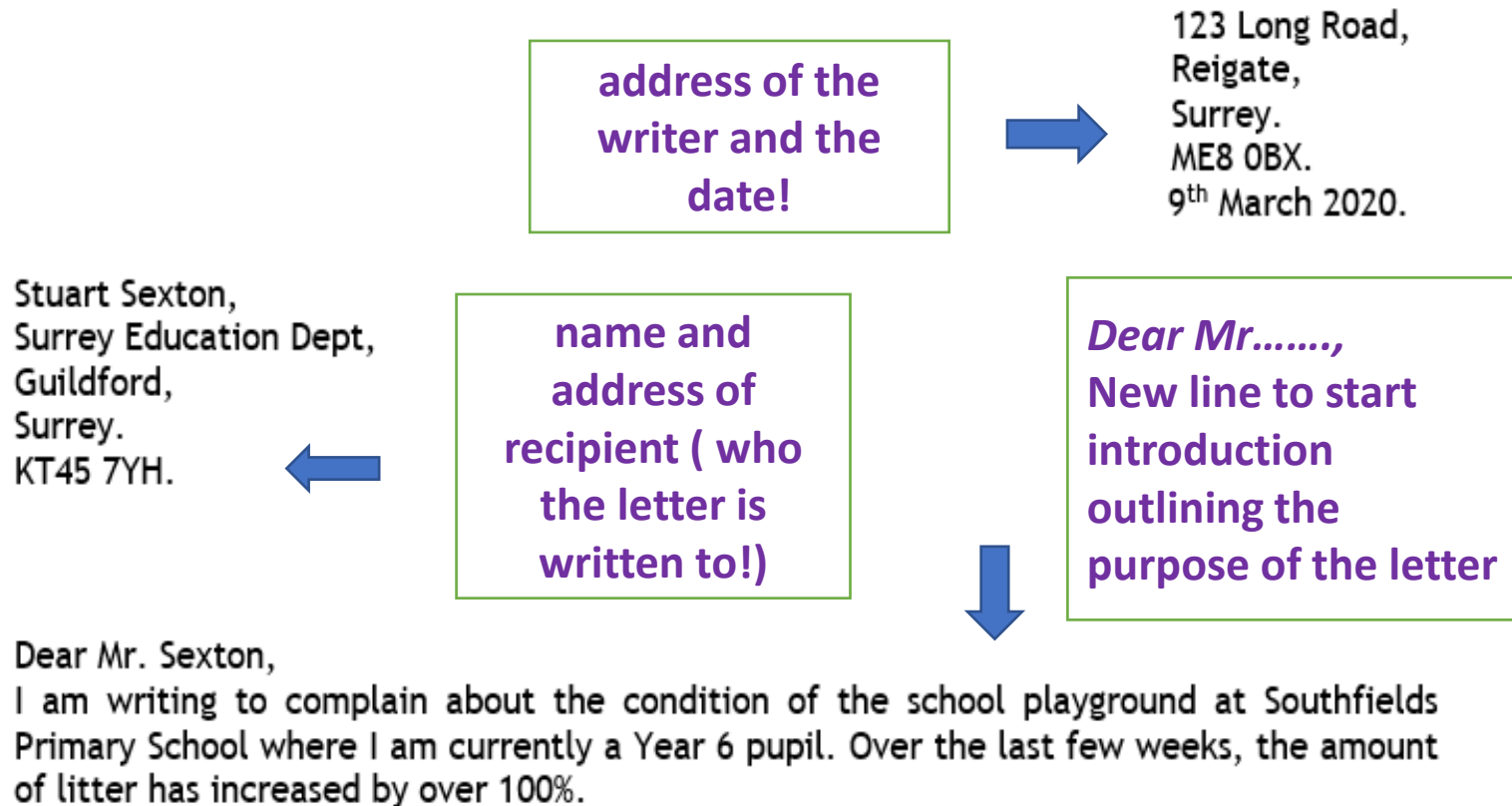
Yours faithfully
(YOUR NAME)

If you know the name of the person you are writing to, then you must begin the letter with Mr, Mrs or Ms along with their surname:



Yours Sincerely
(YOUR NAME)

Let's have a look at an example: the beginning of the letter. (*Week 8 Formal Letters Day 1* in resource area):



Now let's look at the first section of the main part of the letter:

It is my opinion that this litter is a health hazard. For example, yesterday, a Year 4 boy fell over and cut his hand on a broken bottle. The boy in question had to visit our local hospital and needed four stitches.

Litter is also very unsightly, spoiling the beautifully kept grounds of our lovely school. It creates a bad impression for pupils, teachers and visitors. In addition, litter is a key enemy for our precious wildlife. We have spent many hours building up our environmental area encouraging many species of insects and small animals. All this vital conservation work may be wasted if the litter continues!

There are 3 points made in 3 paragraphs about the effects of litter:

1. health hazard
2. unsightly
3. effect on wildlife

Now the second part of the main part of the letter:

I believe that there are several things that you could do to rectify this problem.

Firstly, it may be possible for you purchase additional litterbins. This would help prevent people discarding their litter recklessly.

In addition, I think that our school needs more adequate security to prevent vandals littering.

Finally, it surely is vital that the school encourages everyone in the local area to recycle bottles, packaging etc. to minimize the litter in the first place!



Here the writer gives 3 solutions in 3 paragraphs to the problem of litter:

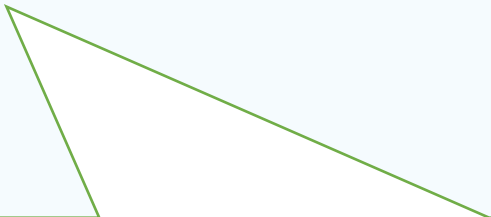
1. more litter bins
2. added security
3. recycling

How shall the writer end the letter?

In conclusion, I hope you will take my concerns seriously and I look forward to your immediate reply.

Yours faithfully,

John Smith.
Year 6.

- 
1. Notice the final sentence which concludes the letter.
 2. Then the writer uses “Yours faithfully,”
 3. Finally signs the letter with his/ her name.

Task 1-you will need: *Week 8 Formal Letters Task 1 & Week 8 Checklist Task 1.*



Week 8 Checklist Day 1.

Features of Formal Letters Checklist

Does your formal letter include... ✓

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?	

1. Read the formal letter again and tick the columns when / if you find a key feature.

2. Using a coloured pencil or highlighter, can you shade any vocabulary which sounds formal/ adult?

e.g. **complain, health hazard, unsightly, opinion, environment**

So let's
examine
the
language
needed for
formal
letters.

Formal or Informal

I want to tell you...

It's going to be great!

This event will be memorable

I wish to advise you that...

I need you to...

Thank you very much

Thanks a lot!

I've just noticed that...

It has come to my attention...

It would be a great help if
you would...

So which phrases are
FORMAL? Write these
down in your home
learning book.

Formal or Informal

I want to tell you...

It's going to be great!

This event will be memorable

I wish to advise you that...

I need you to...

Thank you very much

Thanks a lot!

I've just noticed that...

It has come to my attention...

It would be a great help if
you would...

Try the vocabulary matching game

Formal or Informal Vocabulary

Some vocabulary is more formal, whereas other is more informal in tone. Can you match these formal and informal words with the same meanings (synonyms)?

Formal

profession

injustice

sufficient

opportunity

sacrifice

immediately

Informal

now

chance

enough

job

give up

not fair

Formal or Informal?

Read the following emails and decide whether they are **formal** or **informal**:

Dear Sir/Madam,

I am writing to inform you of my upset when I opened the lucky dip bag I had recently purchased with my own pocket money.

I was disappointed to find that my favourite toy brand had been replaced with an inadequate copy, which even had pieces missing.

I shall expect to be fully compensated for the distress and inconvenience this experience has caused me and hope that you send a replacement promptly.

Yours sincerely,
Miss F. James

Hi Kerry,

You know the lucky dip bag I bought when we went into town yesterday? Well, you'll never believe what happened when I opened it – there was a broken, copy of the toy instead of the real thing!

I was so shocked and annoyed that I've emailed the company to tell them what I think.

I hope they send me a new one ASAP so I can complete the set.

Was your pack ok? I hope so.

C u soon,
Frankie



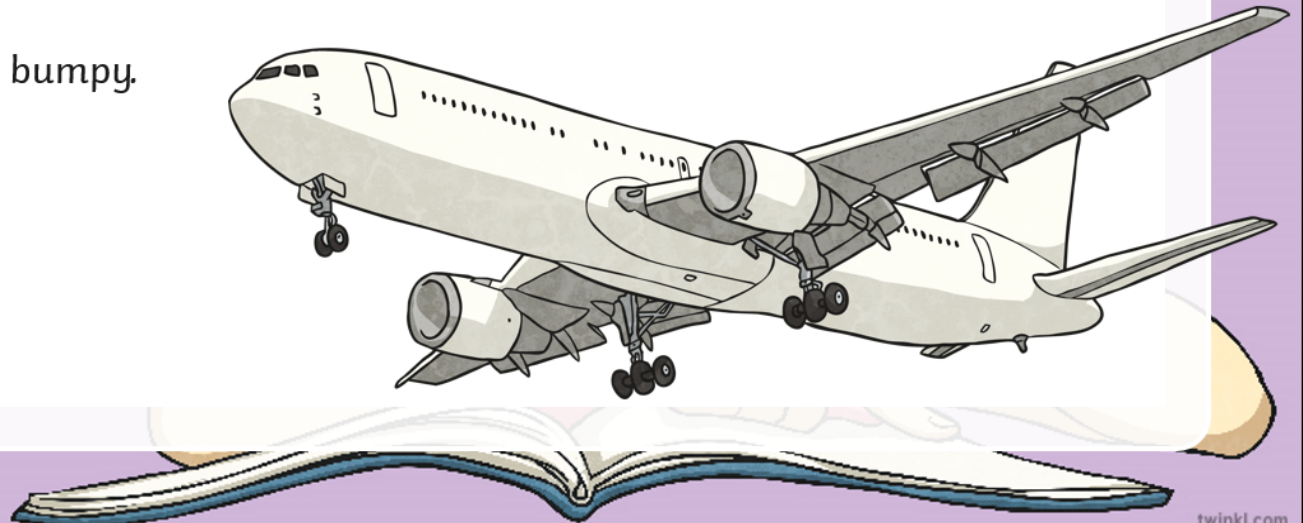
Quick Quiz 1

Which sentence is written in formal language?

You'll have a great trip!

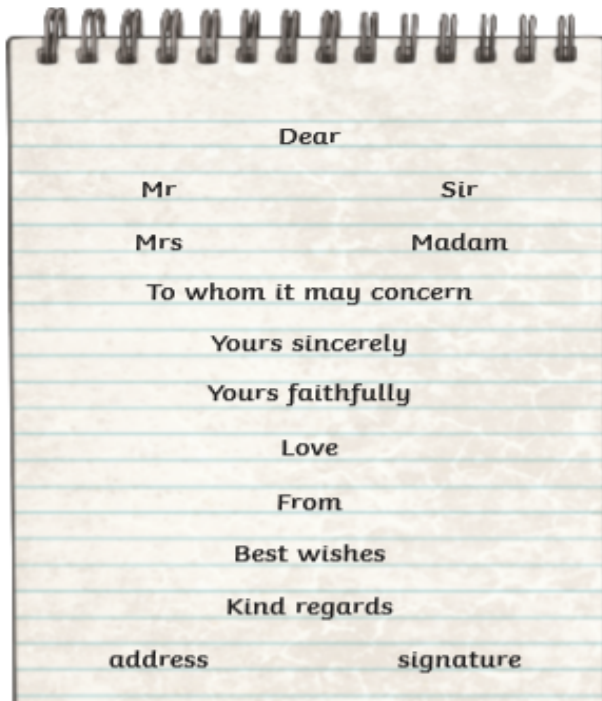
I guarantee that your experience will be a positive one.

The flight was quite bumpy.



Here are some more examples of formal language:

Year 5 Letter Writing Word Mat



Dear

Mr Sir

Mrs Madam

To whom it may concern

Yours sincerely

Yours faithfully

Love

From

Best wishes

Kind regards

address signature

I wish to express...	
I am writing to inform you...	
It has come to my attention that...	
It is with regret that...	
I am delighted to inform you that...	
I hope that...	I trust that...
I would be grateful if...	
I appreciate that...	
I look forward to hearing from you...	
finally	during
therefore	in conclusion
however	in addition
firstly	for this reason

because	writing
when	invite
if	reply
that	complain
as	notify
since	inform
after	advise
although	answer
though	discuss
	explain
	persuade
	mention
	suggest

Let's see what you remember so far!

Use **Week 8 Formal Letters Task 2** to answer some questions about formal letters.

Week 8 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.

Now we are going to write our own formal letter based on the important issue of plastics and pollution!



Preparation

We will need to:

- write our address/ date in the top right hand side.
- write the recipients address to the left of the paper.
- write “Dear”
- create an introduction stating what the purpose of the letter is.
- make 3/4 main points about the effects of plastic pollution on the planet.
- think of 3/4 main solutions to write about.
- conclude the letter.
- sign off using “Yours faithfully,”

Task 3-let's start by preparing the main part of our letter:

We need to research the topic of plastics and pollution to find the issues to write about so please use the following links to make some notes :

Internet

<https://www.bbc.co.uk/newsround/42810179>

<https://www.kidsagainstplastic.co.uk/learn/>

<https://www.natgeokids.com/uk/primary-resource/plastic-pollution-primary-resource/>

Other

Week 8 Formal Letters- Plastics ppt.

Week 8 Formal Letters- Plastic Pollution Primary Resource 1 & 2

Week 8 Formal Letters- Plastics Poster.

Task 4- use your notes to create paragraphs (use Week 8 Formal Letters- Word Mat)

SUGGESTED IDEAS for 3 /4 paragraphs (at least 3 sentences in each paragraph) to highlight issues:

ISSUE 1: (destruction of the planet)

It is my opinion that the continued use of plastics is destroying the planet.....

ISSUE 2: (effects on our oceans)

In addition.....

ISSUE 3: (litter)

Thirdly,

ISSUE 4:

Task 4- using your notes to create paragraphs.

SUGGESTED IDEAS for 3 /4 paragraphs (3 or more sentences in each paragraph) to provide solutions:

SOLUTION 1: (re-use of plastics)

It is vital, therefore, that we are encouraged to re -use plastics.....

SOLUTION 2: (alternatives to plastic)


Another solution to this problem would be to.....

SOLUTION 3: (making plastic more expensive... charging more for plastic bags etc)

Finally,

SOLUTION 4:

Task 5: Can you design a poster which outlines your plastic issues and solutions?

ISSUES	SOLUTIONS
 <div data-bbox="405 654 585 803">Issue 1: add writing here.....</div>	

- This is a suggested outline but you might have a better idea?
- You can write or use the computer.
- Draw or cut/ paste pictures.
- Include your 3/4 issues and solutions from Task 4.