



# Formal Letters

# Features of Formal Letters Checklist

Does your formal letter include...



your own address written in the top right hand corner of the letter?	
the address of the recipient written in the top left, beginning just below your own address?	
today's date written on the right hand side of the letter, starting below the address you are writing to?	
the greeting ' <b>Dear Sir/Madam</b> ' if you don't know the recipient or	
the greeting ' <b>Dear Mr/Mrs/Miss/Miss</b> ' (surname) if you know the recipient?	
an introduction, stating the purpose of the letter and who you are?	
a conclusion, including any expectations, closing remarks and final words?	
' <b>Yours faithfully</b> ' if you don't know the recipient or	
' <b>Yours sincerely</b> ' if you know the recipient?	
your name or signature?	

# Example of a formal letter

Mr T. Smith  
89 Foxhole Lane  
Twinklstone  
WA12 4QP

Mr S. Pilkington  
32 Warren Drive  
Warwickshire  
S13 4AP

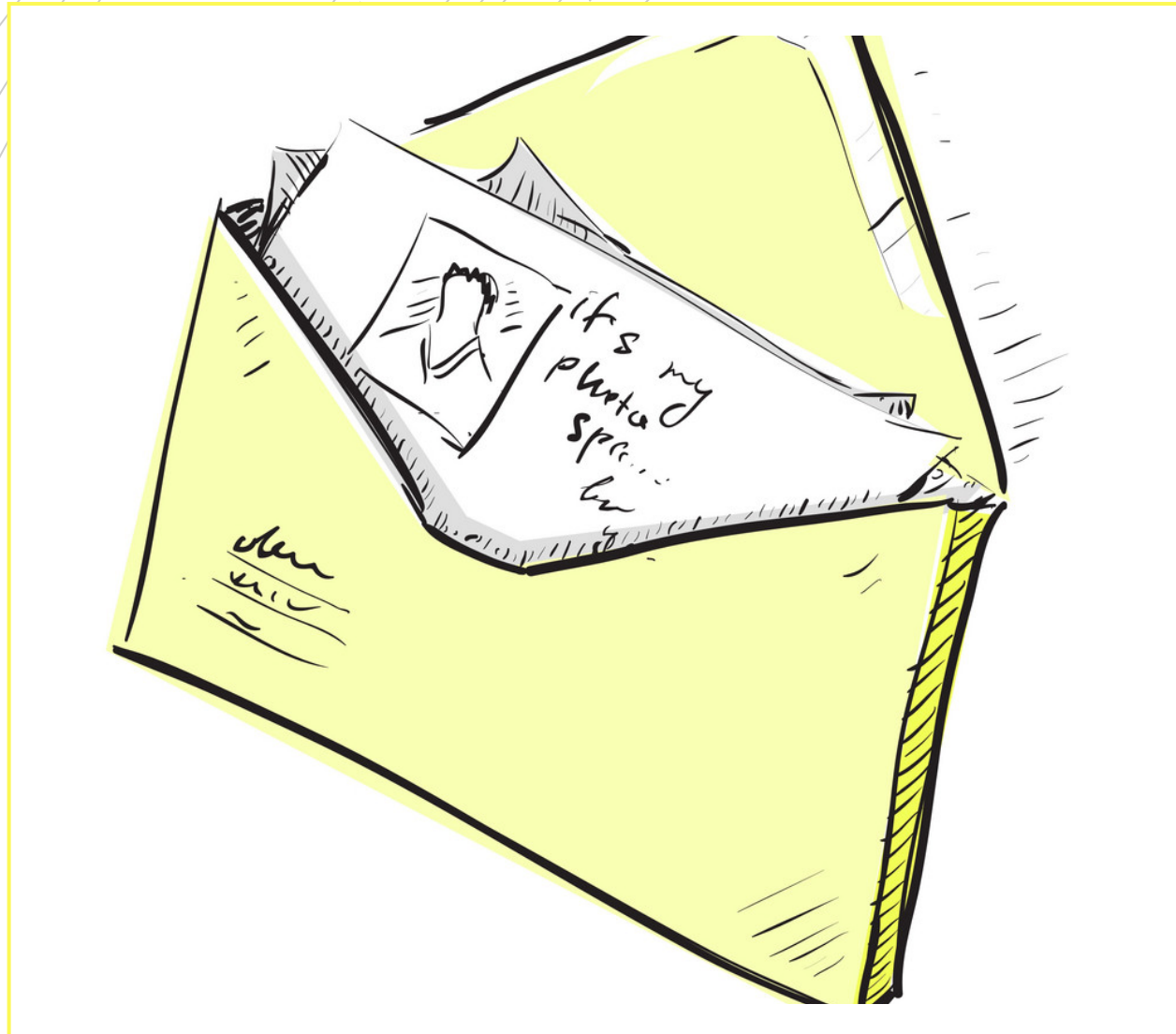
Monday 26th November 2012

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



## You could write a formal letter to:

- Your MP about something affecting the community
- The Headteacher about something affecting the school
- An author or celebrity asking them about their work
- Newsround asking them to cover topics you are passionate about

Who else would you write a formal letter to?