

### Writing a formal letter.

Your task this week is to write a letter to the new teacher who will be teaching you next year. This will be a formal letter.

Think about any information that your new teacher will need to know about you. On the sheet below we have given you some ideas of things to write about.

You will also need to think carefully about the standard of presentation that you have been working hard to achieve this year.

Below is an example of a formal letter for you to see. Your letter should be set out in a similar way.

The address you are writing to.

Mr S. Pilkington  
32 Warren Drive  
Warwickshire  
S13 4AP

Mr T. Smith  
89 Foxhole Lane  
Twinklstone  
WA12 4QP

Your address.

The date.

Monday 26th November 2012

The person you are writing to.

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

If you really take your time with this letter it should take you a few days to get right.

**Plan it, write it, check it** and then create your **final neat copy**. This can either be posted to school but you could type it and email it or even take a photo and email that to us. The planning sheet is on the next page.

Please send your letter to us and we will make sure that your new teacher receives it.

**Planning Sheet:**

**ALL ABOUT YOURSELF**

Your name

Your age

Who is in your family?

Where do you live?

**FAVOURITE THINGS**

What are your favourite programmes to watch?

What is your favourite music?

What are your favourite subjects?

What are your favourite foods?

**THE FUTURE**

What do you hope to achieve at school next year?

What are your dreams for the future?

**INTERESTS**

What do you like to do in your spare time?

What are you especially interested in?