

# Formal Letters

## Key Features

Do your formal letters include...	
the sender's address?	
the address of the recipient?	
the date?	
a greeting?	
formal introduction sentence starters?	
an introduction to explain why you're writing?	
more detail organised into paragraphs?	
a conclusion saying what needs to happen next?	
a formal signoff?	
your name at the end?	
words from the year 1/year 2 spelling lists?	
expanded noun phrases to add clarity?	

### Formal Introduction Starters

I am writing to inform you...  
 I am writing to explain...  
 I am writing to complain about...  
 I am writing to tell you...

## Word Bank

agree	believe	busy	complain	could
everybody	forward	hope	improve	invite
people	persuade	please	reply	should
suggest	unable	unhappy	wish	writing

### Formal Greetings

'Dear Sir/Madam,' if you don't know the recipient  
 'Dear Mr/Mrs/Miss (surname),' if you do know the recipient

### Formal Signoffs

'Yours faithfully,' if you don't know the recipient  
 'Yours sincerely,' if you do know the recipient

### Expanded Noun Phrases

...a brand-new, play park...  
 ...the children's cinema club...  
 ... my beautiful, little doll...  
 ...his poor, old dog...  
 ...your pretty, colourful coat...  
 ... her playful, little sister...

### Conjunctions

and but  
 or if  
 when that  
 because

## Formal Letters

the sender's address

the address of the recipient

the date

a greeting

formal introduction starter

introduction

conclusion

a formal signoff

year 1/year 2 words

expanded noun phrases

conjunctions

Mr James Horwood  
St John's Primary School  
Knight's Forest  
Wiltshire

27<sup>th</sup> July 2021

Dear Mr Horwood,

I am writing to complain about the after-school clubs listed on the school's website. In my opinion, there are not enough after-school clubs for all of the children in the school.

In the past, all pupils have been able to find a club that they are happy to go to after school. Now, it is becoming harder to join because the clubs you do have are always busy. For example, I tried to sign up for both the healthy cooking club and the flag football club but both were full.

I believe there are a number of things that you can do to create more after-school clubs for the school. First, tell the teachers that they will have extra time to prepare for any clubs they run. If they were going to be given some extra time, I'm sure many teachers would try to have a fun club in their class. In addition, ask the teaching assistants in the school if they would like to run a club as well. I know most of them don't work after school but it would not hurt to ask.

After that, you could send a letter to all school parents and ask them if they would like to run a club too. I know a few kind school mums who are very crafty at home, work at the village preschool and could teach an arts and crafts club very well. I also know a few fathers who work on computers from home or they play cricket on the weekend. They could run a computer club or cricket club once a week. These two clubs would be great to have in school.

In conclusion, I hope you take my ideas seriously and I look forward to hearing from you.

Yours sincerely,

Jade Nguyen  
Year 2

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