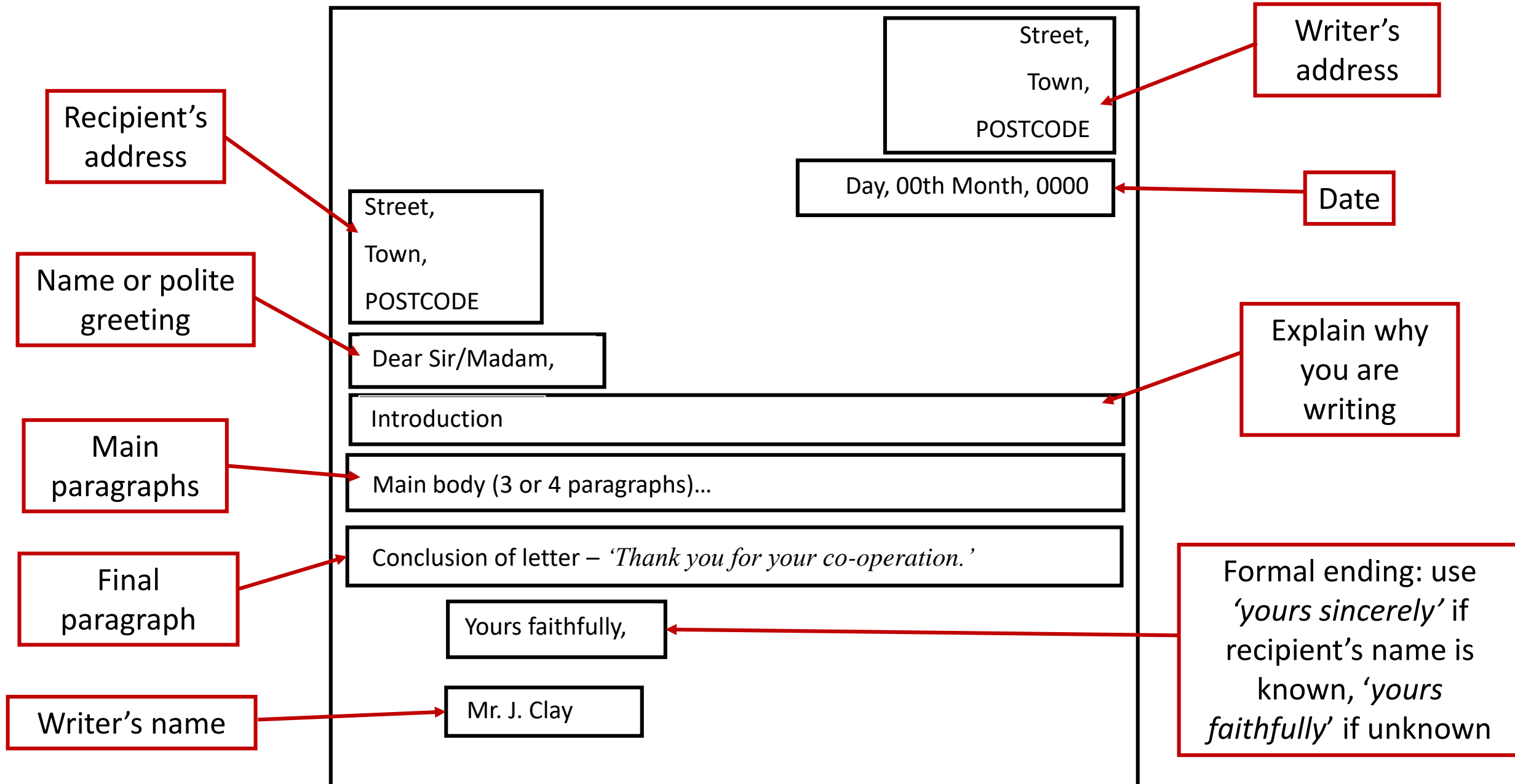


# Formal Letter Structure



## YOUR TASK

There is something that you would like to complain about and you have to write a letter (put it in writing). This could be a game that was delivered to you that was damaged. A meal out that you payed for that was not very nice or any other complaint that you can think of.

**Write the Letter:**



**Remember:**

Use the template on the screen to help you remember how your  
**FORMAL** letter is to be organized.