Formal Letter Structure Writer's Street, address Town, Recipient's **POSTCODE** address Day, 00th Month, 0000 Date Street, Town, Name or polite **POSTCODE** greeting **Explain** why Dear Sir/Madam, you are writing Introduction Main Main body (3 or 4 paragraphs)... paragraphs Conclusion of letter – 'Thank you for your co-operation.' Formal ending: use Final 'yours sincerely' if paragraph Yours faithfully, recipient's name is known, 'yours Mr. J. Clay Writer's name faithfully' if unknown

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.