

Writing Frame for a letter of complaint

Useful phrases for a powerful letter

Dear Sir or Madam

I am writing to: complain/inform you that
tell you about

This happened when.....

In addition to this...

Furthermore....

I would also like to point out that....

It is my opinion that....

I expected.....I hoped.....I believed.....

In addition.....

How would you feel if.....?

How would you respond if.....?

I would like to suggest that....

To improve this situation, I think.....

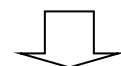
In conclusion

Yours sincerely,

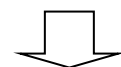
Paragraph 1 - why are you writing?



Paragraph 2 - What did the teacher do/say that caused you to be upset?



Paragraph 3 - What did the teacher do/not do that stopped you from learning properly?



Paragraph 4 - How do you want them to solve this problem?



How will you finish your letter off?

What ending will you use?

Adjectives to describe how I felt

Adverbs to describe how I was treated

Example of a rhetorical question.

Example of a sentence that uses dashes
(instead of brackets) for parenthesis