

# 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?	
formal vocabulary and sentence structure?	
words from the year 3/year 4 spelling list?	
fronted adverbials and conjunctions to express time, place and cause?	
expanded noun phrases and prepositions to add clarity?	

## Word Bank

advise	agree	answer	await	believe	complain
compliment	consider	delighted	discuss	explain	express
forward	grateful	hope	inform	important	invite
mention	notify	offer	opinion	particular	persuade
position	regret	reply	respond	suggest	wish

### Formal Greetings

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

### Formal Signoffs

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

### Prepositional Phrases

...people coming in **from** the motorway...  
 ...we want to store them **under** the stairs...  
 ...the car is now sitting **in** the garage...  
 ...we could fill this gap **with** another act...  
 ...this will bring families **into** the village...  
 ...a mark **on** the ground...  
 ...travelled all **over** the town...  
 ...**across** the playground...  
 ...**beside** the PE shed...

### Adverbials

surely  
 therefore  
 in conclusion  
 in addition  
 finally  
 furthermore  
 however  
 continuously  
 repeatedly

### Formal Introduction Starters

I am writing to inform you... I am writing to complain about...  
 I would like to express... I am writing to explain...  
 I am writing to compliment you on... I am writing to tell you...

### Conjunctions

when before because although  
 if until while since  
 that yet so unless

## Formal Letters

the sender's address

the address of the recipient

the date

the greeting

formal introduction starter

Introduction

conclusion

a formal signoff

prepositions

year 3/year 4 words

adverbials

conjunctions

Little Morden Parish Council  
67 High Street  
Little Morden  
Warwickshire  
CV34 15G

27<sup>th</sup> July 2021

Dear Parish Councillors,

I am writing to you because I have an excellent idea for the recently cleared area on the village recreation ground. As a parish council, I know you are continuously looking for ways to improve our village. I would like to suggest that a public pump track would be a brilliant way of using the natural hills that this area already has in place while creating exciting new opportunities for whole families to enjoy this shared village space. In addition, it could improve the overall health of the village's residents.

It is well known that this space has various small round hills that are dotted all around the length of the area already. Surely, these hills could be used in my proposed village pump track by adding a bit of extra earth here and there to create slopes of different heights and difficulty. In my opinion, since the hills are already there, it wouldn't take too many extra materials to build a track over those hills and have it circle back on itself. This would save the village money that could be used for some other important purpose.

Furthermore, our village has recently had a lot of families relocating from London to the new housing estate on North Street. A pump track would be a great way for these new families to meet other local families with school-age children before the term begins in September. If it is open to all ages, it would become popular with both men and women in the village; not just the children. It would also be something different to the large children's playground across the field.

Finally, it would give everyone a chance to improve their health. Many families have bicycles stored in their garages so building the pump track would give our villagers a chance to increase their exercise.

In conclusion, I would like to thank you for taking the time to read my suggestion. I am certain it is the best way of using that area and I look forward to hearing from you.

Yours sincerely,  
Mr Abassi Khan

20 Campion Road  
Little Morden  
Warwickshire  
CV34 15B