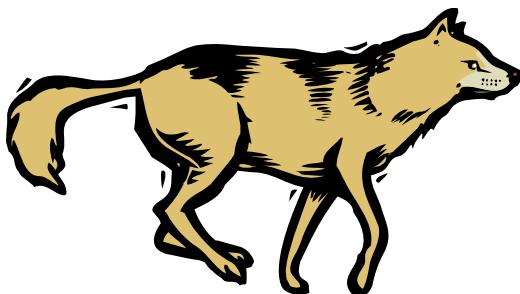


## Letters – Formal and Informal

There has recently been a problem with packs of stray dogs in your area. Children are too scared to play outside, pet cats have been terrorised and the local residents are very upset.



Write two letters about the situation, one to the local council to complain and ask for action, and one to a friend who used to live in the area and has moved away.

Think about the different styles you will need to use for each letter, in particular the level of formality and the choice of language. You can use the writing frame overleaf to help plan your formal letter.

## Writing frame - formal letter

Your address

Aligned

Like

This

Recipients address

Aligned

Like

This

Ref (if applicable)

Date

Dear \_\_\_\_\_

Use name e.g. Mrs Smith, or if not known, Dear Sir/Madam

**Opening sentence:** explain why you are writing.

**Explanation:** give further details and explanation.

**Closing sentence:** sum up reason for writing.

**Signing off:**

Yours sincerely (if name used) or

Yours faithfully (if sir/madam used).

Leave space for signature (sign it with a pen after printing to add a human touch)

Your name