

Year 6K Homework

Friday 12th January 2018

(for Monday 15th January 2018)

Writing a Formal Letter (complaint)

Oh dear, the Royal Mail have been very naughty. Despite their promise they haven't ensured you got a reply from your letter to Father Christmas. This has made you very angry, so angry in fact that you want to complain about it to their Customer Services department.

Draft a letter to their Customer Services telling them about the incident. Explain what happened and how it has made you feel. Tell them what you want done about it and make sure you let them know that you want to hear back from them!

Use this planning page to help you structure your letter correctly...

1) Write who your letter is to... Dear Sir/Madam...

2) Tell them who you are and why you are writing to them... this is the main bit!!!
(This is where you can use lots of emotive language)

3) Tell them what you would like to be done...

4) Give them the opportunity to write back to you...

5) End your letter formally... Yours faithfully...