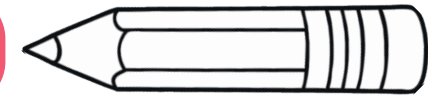


Formal Letters



Formal Signoffs

'Yours faithfully,'

if you don't know the recipient

'Yours sincerely,'

if you do know the recipient

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,'

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...

Word Bank

advise

experience

offer

agree

explain

opinion

answer

express

persuade

appreciate

forward

recommend

await

grateful

regret

believe

hope

reply

compliment

inform

respond

delighted

invite

suggest

disappointed

mention

trust

discuss

notify

wish

Does your formal letter 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?

linking words and phrases, including adverbials?

prepositional phrases and relative clauses to add clarity?

Adverbials

surely
therefore
in conclusion
in addition
finally

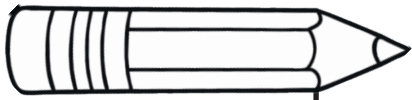
furthermore
however
continuously
repeatedly

Formal Introduction Starters

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

Conjunctions

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



Key Features

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

20 Champion Road
Little Morden
Warwickshire
CV34 15B

27th 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