ENGLISH · WRITING · YEAR 6

Formal Letter Writing Template

Practise layout, formal language, and suitable openings and closings.

Name _____ **Date** _____

YOUR TASK

Choose an improvement you would like at school, such as a reading corner or a lunchtime club. Write to your headteacher to request it. Give clear reasons and explain how it would help pupils.

Formal language: Try “I am writing to…” or “I would be grateful if…”. Avoid slang and contractions. Match your ending: **Dear Sir or Madam** → Yours faithfully; **Dear Mr/Ms [surname]** → Yours sincerely.

LETTER TEMPLATE Write neatly on the lines.

Your address

_____

_____

_____

Date: _____

Recipient’s address

_____

_____

_____

Greeting: _____

Subject: _____

Opening paragraph — Say why you are writing.

_____

_____

_____

Next paragraph — Give reasons and examples to support your request.

_____

_____

_____

_____

Final paragraph — Restate your request politely.

_____

_____

_____

Formal closing and your name

_____

_____

CHECK YOUR LETTER ☐ Addresses are in the right places ☐ Language is formal and polite ☐ Greeting matches the closing