WRITING · YEAR 7

Letter Writing: Formal Letter Structure

Practise the layout and language of a formal complaint or request.

Name _____ **Date** _____

Your aim: organise your letter clearly and choose polite, precise language.

01 Letter layout

Write 1–8 in the boxes to show the order you would use.

- ☐ A formal sign-off and your full name
- ☐ The recipient's name and address
- ☐ Your address and the date
- ☐ A greeting
- ☐ The reason you are writing
- ☐ A polite closing sentence
- ☐ Details and evidence
- ☐ What you would like to happen next

02 Choose formal language

Rewrite each phrase in a more formal and polite way. Keep its meaning.

"I want you to sort this out." _____

"The changing rooms were really dirty." _____

"Tell me what you're going to do." _____

03 Plan your letter

Choose ONE situation. Plan your key points, then write a formal letter.

REQUEST Write to your headteacher asking permission to run a lunchtime board-game club. Explain how it would work.

COMPLAINT Write to the manager of a local sports centre about a problem you experienced. Explain what happened and what you would like done.

Who are you writing to? _____

Two points to explain _____

What action do you want? _____

Write your letter

Use the correct layout, paragraphs and a polite tone.

Before you finish: Check your greeting, sign-off, paragraphs and request.