WRITING · YEAR 8

Formal Letter Writing Practice

Practise an appropriate tone, a clear layout and formal language conventions.

Name _____ **Date** _____

Choose ONE brief

Write in block layout and aim for three clear paragraphs.

A · MAKE A COMPLAINT

A class you booked at your local sports centre was cancelled without warning. Write to the centre manager. Explain what happened, how it affected you and what you would like the centre to do.

B · APPLY FOR A ROLE

Your local library needs Year 8 volunteers for a Saturday reading event. Write to the librarian to apply. Explain why you are interested, what strengths or experience you could offer and when you are available.

Plan & check

Choose: ☐ Complaint ☐ Application

Recipient / organisation: _____

Purpose or outcome: _____

☐ Polite, formal wording (no slang or contractions)

☐ Clear paragraphs and specific details

☐ Suitable greeting, closing and clear purpose

Draft your letter

Leave a line between paragraphs.

YOUR ADDRESS

DATE _____

RECIPIENT'S NAME / TITLE AND ADDRESS

Dear Sir or Madam,

SUBJECT _____

MAIN MESSAGE · WRITE IN PARAGRAPHS

Yours faithfully,

YOUR NAME _____