

## Recipe for a formal letter

Cut out the different sections of a formal letter to an MP and put them in the right order.



Explain precisely the action that you wish for the addressee to take.

*It is vital that you ...*

The closing salutation.

*Yours sincerely or Yours faithfully (depends on whether you know their name or not. If not, use Yours faithfully)*

Your address.

*17 Wolfie Terrace  
Hairydale  
Wolverhampton  
WHO9 1EE*

The third reason for your opinion. Must constitute a whole paragraph.

*Thirdly, I remain convinced that ...*

Your forename and surname.

*Ralph Wiggum*

Clarify why it is important that the addressee takes action immediately.

*If no action is taken to rectify this situation, then ...*

Give any additional information or details concerning your opinion which make your argument stronger.

*You should also be aware that ...*

The second reason for your opinion. Must constitute a whole paragraph.

*Secondly, I believe that ...*

Explain your reason for writing this letter.

*I wish to register my displeasure / draw to your attention ...*

The recipient's address.

*19 Trumpet Lane  
London  
NW12 3RT*

Recognition of the opposing argument, and reasons why it is wrong.

*Others may claim ...*

The opening greeting.

*Dear Sir*

Today's date.

*6<sup>th</sup> January 2013*

The first reason for your opinion. Must constitute a whole paragraph.

*Firstly, I wish to explain that ...*

### Task

Now write your own formal letter of complaint (you can complain about whatever you like!) using the template structure and examples to help you. Please note that there is not much punctuation in the examples because when typing letters on a computer, you would not use as much in the structure (after lines of addresses for example). By hand, you may use commas after greetings and lines of addresses.