

Key Learning

- The understand purpose of letter writing
- To know the difference between informal and formal letters
- To know the structure of informal and formal letters and their key features, including their layout
- To write a formal letter, making a case for a particular point of view and to persuade the reader

Formal introduction starters

I am writing to inform you...

I am writing to explain...

I am writing to complain about...

I am writing to tell you...

Formal greetings

‘Dear Sir/Madam,’ if you don’t know the recipient

‘Dear Mr/Mrs/Miss (surname),’ if you do know the recipient

Formal signoffs

‘Yours faithfully,’ if you don’t know the recipient

‘Yours sincerely,’ if you do know the recipient

What should I already know?

- The purpose of letter writing

Key Vocabulary

informal letter	formal letter	structure
recipient	sender	address
greeting	sign off	persuade
introduction	paragraph	conclusion

Organisation for your writing

Feature	Tick
Your writing has a clear introduction and conclusion. (In conclusion, In summary,	
Paragraphs are grouped around key ideas/subjects and issues.	
You argue for one point of view	
You use topic sentences and subheadings to group your ideas.	