

Letters from the Forest: Mastering Formal Correspondence

Learning objective: To understand the features of formal letter writing and apply the correct tone, structure, and vocabulary for a specific purpose.

Max the monkey is writing a formal letter to the Council of the Great Oak to request funding for a new community maths-puzzle park. Use the word bank to fill in the missing parts of his letter, then complete the questions below to ensure your letter is ready for the post.

12 Treehouse Lane
Forest Heights

[Date]

The Planning Committee
Great Oak Council

[Salutation],

[Opening sentence]: I am writing to express my interest in creating a space for mathematical learning.

I believe a puzzle park would help children improve their problem-solving skills. [Conjunction]: we must ensure the area is safe for all creatures.

[Formal verb]: I would like to request that the council considers our application for £500 to purchase equipment.

[Closing]: [Sign-off].

Max the Monkey

Word bank: Dear Sir or Madam · Yours faithfully · request · Furthermore · Yours sincerely · I am writing to · However

1. Identify which sign-off you should use if you know the name of the person you are writing to (e.g., Mr Oakwood) compared to when you do not know their name. Explain your choice. (2 marks)

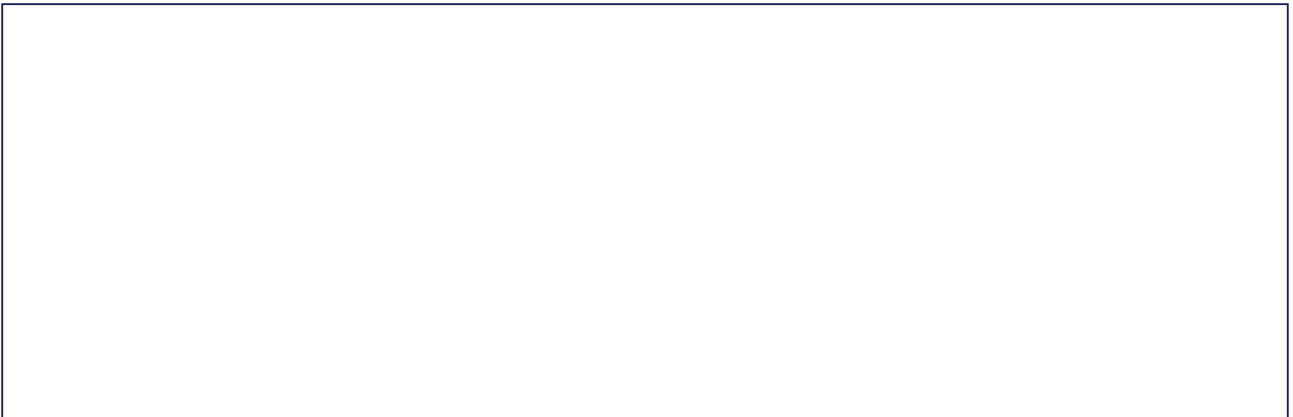
2. Rewrite the phrase 'I want some money' into a more formal sentence suitable for a letter to a local authority. (2 marks)

3. Why is it important to include your address and the date in the top right-hand corner of a formal letter? (2 marks)

4. Look at the word 'Furthermore' in the passage. What is the purpose of this word in a formal letter? (2 marks)

5. If Max was writing to his friend Pip the caterpillar, how would the tone and structure of the letter change? List two differences. (2 marks)

Draw: Draw a design for the entrance of the new 'Maths Puzzle Park' that Max is writing about. Include a sign with a challenging maths problem on it!



Extension challenge: Draft a second letter from the perspective of the Great Oak Council. Write a formal reply to Max, either accepting or declining his request for £500, using at least three pieces of formal vocabulary.