

Formal Letter Writing with Kit the Fox

Learning objective: To understand the features of a formal letter and use appropriate vocabulary to write to a person in authority.

Read each question carefully. Use your knowledge of formal letter structures—such as addresses, greetings, and sign-offs—to answer the tasks below. Remember to use formal language, avoiding contractions like 'don't' or 'can't'.

Kit the Fox is writing a formal letter to the local Town Council to request permission to build a new community library in the village square. He needs to ensure his tone is polite and professional.

Word bank: Dear Sir/Madam · Yours faithfully · Yours sincerely · Enquiry · Paragraph · Formal · Respectfully · Request

1. Kit does not know the name of the person reading his letter at the Town Council. Which formal greeting should he use at the start of his letter? (1 mark)

2. If Kit knows the name of the person he is writing to (for example, Mr Smith), which sign-off should he use at the end of his letter? (1 mark)

3. Explain why it is important to use formal language instead of informal language when writing to a local authority. (2 marks)

4. Rewrite this informal sentence into a formal one suitable for Kit's letter: 'I really want you guys to let us build a library because it would be cool.' (2 marks)

5. List three features that must be included in the layout of a formal letter. (3 marks)

Draw: Draw a template of a formal letter layout. Label where the sender's address, the recipient's address, the date, and the signature should be placed.



Extension challenge: Write a short, formal letter (no more than 150 words) from Kit the Fox to the Town Council proposing a new project to help the environment, such as a community garden.