

Formal Letter Writing with Max the Mathematician

Learning objective: To understand the structural conventions of formal letter writing and adapt tone and register for an appropriate audience.

Max needs to write a formal letter to the local Council to request a new community maths garden. Use your knowledge of formal English to complete the tasks below. Remember to use a formal tone, avoid contractions (e.g., use 'do not' instead of 'don't'), and ensure your layout is precise.

Word bank: Formal · Recipient · Salutation · Valediction · Concise · Persuasive · Register · Conjunctions

1. Max is writing to the Council Chairperson. Explain why he should use the salutation 'Dear Chairperson' instead of 'Hi there'. (2 marks)

2. Identify two features of a formal letter that differ from a letter written to a close friend. Justify why these features are necessary for formal communication. (3 marks)

3. Rewrite this informal sentence into a formal register: 'I really want you to build a cool garden because we need a place to do our maths homework.' (2 marks)

4. Compare and contrast the use of the valedictions 'Yours sincerely' and 'Yours faithfully'. When should each be used according to formal letter-writing conventions? (3 marks)

5. Draft a short, persuasive paragraph (3-4 sentences) that Max could include in his letter to convince the Council that a maths garden would benefit the local community. (4 marks)

6. What might happen if a formal letter contained slang, emojis, or incorrect punctuation? Explain the impact this would have on the recipient's perception of the writer. (3 marks)

Draw: Draw a formal letter layout, correctly labelling the addresses, the date, the salutation, the body paragraphs, and the appropriate valediction.



Extension challenge: Imagine the Council has rejected Max's request. Write a short, polite, and formal 'Letter of Appeal'. You must use at least three pieces of evidence to argue why their decision should be reconsidered, maintaining a respectful but firm tone throughout.