

Formal Letter Writing with Max the Maths-Monkey

Learning objective: To write a formal letter using appropriate features, vocabulary, and structure suitable for Year 5.

Max needs to write a formal letter to the local council regarding the plans for a new community park. Use this scaffold to structure your formal letter, ensuring you use a formal tone, clear paragraphs, and precise vocabulary. Remember to include the sender's address in the top right and the recipient's address on the left.

Dear Members of the Town Council, I am writing to you today to formally propose an expansion of the green space within our neighbourhood to ensure that local wildlife, such as Bea the bee, has a protected habitat.

Word bank: Furthermore · Consequently · In addition to · I am writing to express my concern · It is my firm belief · Notwithstanding · Respectfully · Yours faithfully · Enclosed · Proposal

1. Introduction: State your purpose clearly using a formal opening. Start with: 'I am writing to you regarding...' (2 marks)

2. The Main Argument: Present your primary point. Explain why this issue is important. Start with: 'It has come to my attention that...' (3 marks)

3. Supporting Evidence: Provide a justification for your argument. Use a connective to link your thoughts. Start with: 'Furthermore, the evidence suggests that...' (3 marks)

4. The Counter-Argument: Acknowledge a different perspective. Start with: 'While some may argue that..., I believe that...' (3 marks)

5. Conclusion: Summarise your request and suggest a next step. Start with: 'In conclusion, I would appreciate it if you could...' (2 marks)

6. Formal Closing: Select the correct formal sign-off based on whether you know the recipient's name. How will you sign off your letter? (1 mark)

Extension challenge: Max has calculated that the project will cost £4,500. Explain why it is important to justify this cost to the council. Compare and contrast the benefits of a community park versus a commercial car park. Justify your answer using persuasive language and formal tone.