Letters from the Wild: The Formal Letter Challenge

Learning objective: To understand the formal tone, structure, and linguistic features required for writing a formal letter in Year 6.

Max the monkey is trying to organise a community garden project, but he needs to write a formal letter to the local council to request funding. Use the word bank to fill in the blanks in the letter template below. Once completed, identify which parts of the letter are 'Formal' and which are 'Informal' by circling the correct style for each section.

12 Oak Avenue
[Date]

[Blank 1],

I am writing to you today regarding the proposed development of the local park. I am _____ (Blank 2) a grant of £500 to purchase seeds and tools for our new _____ (Blank 3) allotment. We have carefully calculated the total _____ (Blank 4) required for this project. _____ (Blank 5), we believe this space will benefit local children.

I look forward to hearing from you regarding this matter.

_____ (Blank 6),

Max Monkey

Word bank: Dear Sir or Madam · Sincerely · expenditure · Furthermore · community · requesting · Yours faithfully

1. Fill in the blanks (1-6) using the provided word bank to complete Max's formal letter. (6 marks)

2. Explain why we use 'Yours faithfully' when we do not know the recipient's name, but 'Yours sincerely' when we do. (2 marks)

3. Identify one piece of evidence from the text that shows this letter is formal rather than informal. (2 marks)

4. Rewrite this informal phrase into formal English: 'I want some cash for our garden.' (2 marks)

5. Why is it important to use a formal tone when writing to an official organisation like a local council? (2 marks)

Draw: Draw a formal letter layout. Label the sender's address, the recipient's address, the greeting, the body paragraphs, and the sign-off.

Extension challenge: Draft a second paragraph for Max's letter. Include at least one relative clause and a modal verb (e.g., could, should, might) to explain how the £500 will be spent effectively.