Formal Letter Writing with Max the Monkey

Learning objective: To understand the features of a formal letter and apply them to write a persuasive request.

Max the Monkey is writing to the local council to request a new climbing frame for the community park. Read the questions below and use your knowledge of formal English to help him draft his letter.

N/A

Word bank: sincerely · faithfully · formal · recipient · enquiry · perspective · paragraph · appropriate

1. Max is writing to a person whose name he does not know. Which formal sign-off should he use, and why? (2 marks)

2. Identify two features of a formal letter that distinguish it from an informal letter to a friend. (2 marks)

3. Max needs to sound professional. Rewrite this informal sentence to be more formal: 'I really want a new climbing frame because the old one is super boring and rubbish.' (2 marks)

4. Where should the sender’s address and the recipient’s address be placed on the page? (2 marks)

5. Write a short opening paragraph (30-50 words) for Max’s letter, clearly stating the purpose of his writing. (3 marks)

Draw: Draw a formal layout of a letter, showing exactly where the addresses, date, and greeting should be positioned on the page.

Extension challenge: Imagine you are the local council member receiving Max's letter. Write a short, formal reply (3-4 sentences) that accepts his request and mentions a budget of £500 for the project.