Writing a Formal Letter: A Guide with Max the Monkey

Learning objective: To structure a formal letter using appropriate tone, vocabulary, and layout.

Max the Monkey has a maths puzzle for you! He needs to write a formal letter to the local council to request a new bridge for the park. Use this scaffold to organise your formal letter. Remember to use formal language, avoid contractions, and keep your tone polite and clear.

Dear Members of the Town Council, I am writing to you today to formally request a review of the safety measures currently in place at Oakwood Park.

Word bank: Furthermore · Consequently · In addition · I am writing to express my concern regarding · I would be grateful if · Yours faithfully · Yours sincerely · Therefore · Nevertheless

1. Introduction: State the purpose of your letter clearly. Begin with: 'I am writing to bring your attention to...' (2 marks)

2. Paragraph 2: Provide details or evidence for your request. You could use: 'Specifically, the issue involves...' (3 marks)

3. Paragraph 3: Explain the impact of the problem or the benefits of your proposed solution. Use a connective like: 'Consequently, if this is resolved...' (3 marks)

4. Conclusion: Summarise your request and thank the reader. Begin with: 'I look forward to hearing your response regarding...' (2 marks)

5. Sign-off: Remember to choose the correct formal closing based on how you addressed the recipient. (1 mark)

Extension challenge: Try rewriting one of your paragraphs using a complex sentence that includes a relative clause (e.g., 'The bridge, which is currently falling into disrepair, is a vital link for the community.').