



# Writing a Formal Letter

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal. Can you re-write her letter to make it more formal? The words or phrases which need changing are underlined.

Miss B Hushed  
Noise Pollution Officer  
Council Offices  
42 Loud Lane  
Salisbury  
SP38 6TD

20 December 2018

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter about noise pollution. I have carefully weighed up your situation and think you should try to do these things:

Firstly, have a chat with your neighbour about his dog. It may be that he doesn't know his dog is not happy at home on his own and perhaps he will do something to sort it out. If the problem continues I propose that you contact the Animal Welfare Department. Barry there is dead good! He'll sort it out.

Bell ringing! Lol! I can appreciate that must be really getting on your nerves. If I were you, I would go and tell 'em that late night sessions are not on and request that they arrange to practise in some of the neighbouring churches every now and then.

With regard to the cows it's crystal clear that Farmer Jones is trying to wind you up, mate. I suggest you arrange a get together with him and lay your cards on the table. Hopefully this will help him to realise the unfairness of the situation and he will shift the mooers on.

If, after you have had a go at doing all this stuff, you are still experiencing difficulties, just give us a ring and I will arrange to visit you in your home and check it all out myself.

I hope your health problems get better soon.

Yours Sincerely,  
Miss B Hushed



# Writing a Formal Letter

I can write in a formal style using appropriate language features.



Miss B Hushed  
Noise Pollution Officer  
Council Offices  
42 Loud Lane  
Salisbury  
SP38 6TD

20 December 2018

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

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Yours sincerely,  
Miss B Hushed



# Writing a Formal Letter

Miss Hushed from the local council has written a reply to Mr A Noyd's letter but some of it is too informal and one paragraph is incomplete! Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

Miss B Hushed  
Noise Pollution Officer  
Council Offices  
42 Loud Lane  
Salisbury  
SP38 6TD

20 December 2018

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter about noise pollution. I have carefully weighed up your situation and think you should try to do these things:

Firstly, have a chat with your neighbour about his dog. It may be that he doesn't know his dog is not happy at home on his own and perhaps he will do something to sort it out. If the problem continues I propose that you contact the Animal Welfare Department. Barry there is dead good! He'll sort it out.

Bell ringing! Lol! I can appreciate that must be really getting on your nerves. If I were you, I would go and tell 'em that late night sessions are not on and request that they arrange to practise in some of the neighbouring churches every now and then.

With regard to the cows it's crystal clear ....

If, after you have had a go at doing all this stuff, you are still experiencing difficulties, just give us a ring and I will arrange to visit you in your home and check it all out myself.

I hope your health problems get better soon.

Yours Sincerely,  
Miss B Hushed



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# Writing a Formal Letter

I can write in a formal style using appropriate language features.



Miss Hushed from the local council has started to write a reply to Mr A Noyd's letter but it needs finishing. On the next page, complete the letter, ensuring that you write in a formal style throughout.

Include an opening and closing paragraph, and paragraphs advising Mr Noyd what to do about:

- his neighbour's dog
- the bell ringing
- the cows

Miss B Hushed  
Noise Pollution Officer  
Council Offices  
42 Loud Lane  
Salisbury  
SP38 6TD

20 December 2018

Mr A Noyd  
340 Decibel Street  
Churchfield  
Salisbury  
SP47 9VL

Dear Mr A Noyd,

Thank you for your letter regarding noise pollution. I have carefully weighed up your situation and, before we proceed to investigate further, may I advise that you take the following measures:

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I hope your health issues improve soon and that you will not require the use of the ear plugs in the near future.

Yours Sincerely,  
  
Miss B Hushed



1. Highlight or underline the parts of the letter which need changing then re-write the whole letter including the missing part so that it is formal throughout.

Thank you for your letter **about** noise pollution. I have carefully weighed up your situation and **think you should try to do these things:**

Firstly, **have a chat** with your neighbour about his dog. It may be that he **doesn't know** his dog is **not happy** at home on his own and perhaps he will do **something to sort it out**. If the problem continues I propose that you contact the Animal Welfare Department. **Barry there is dead good! He'll sort it out.**

**Bell ringing! Lol!** I can appreciate that must be **really getting on your nerves**. If I were you, I would go and **tell 'em** that late night sessions are **not on** and request that they arrange to practise in some of the neighbouring churches **every now and then**.

With regard to the cows it's **crystal clear**...

If, after you have **had a go at doing all this stuff**, you are still experiencing difficulties, **just give us a ring** and I will arrange to visit you in your home and **check it all out myself**.

I hope your health problems **get better soon**.