

Y6 Letter Writing: Formal Example Text

Sparkhouse Primary School,
Sellerswood Road,
Derby,
Derbyshire,
DE8 5LF

C.R.E.S.T. Recruitment Office,
PO Box 543,
New York,
USA

13th November 2016

Dear Agent Coulson,

I am writing to you to kindly offer my services as part of your C.R.E.S.T. team. Recently, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation within your team. To strengthen your department, I would like to put myself forward as your organisation's newest member.

Firstly, I would like to discuss my physical qualities with you. As a ten-year-old girl, you may underestimate my strength and physical presence – you would be wrong to do so. Having won the prize of 'fastest girl' every year at our school sports day competition, my speed is one of my unquestionable strengths. In addition, my throwing abilities would definitely be another asset to C.R.E.S.T. I train weekly with a cricket team and my coach (Mr Slight) says that I am a born fielder. Once, the stumps were almost destroyed by my throwing power: they actually had a ball-shaped hole through the middle. Mr Slight certainly thinks that I could play for England Ladies when I'm older. However, I can think of another squad that could benefit from my abilities far more.

Whilst physical strength is important, any prestigious C.R.E.S.T. agent must also possess incredible intelligence. My mathematical abilities are excellent. Maths is an essential agent skill: it is the key to everything! In my mind, life is just one big mathematical equation after another. I'll let you into a secret - my miraculous throwing skills are all due to arithmetic. In order to make the perfect throw, I work out the following: the angle of the bounce; the speed of the ball; the strength of the wind and the point of release from my hand. It's a strike!

If I were to be an agent in the future, I have also thought through a secret identity to keep my loved ones safe and give me anonymity outside of the C.R.E.S.T. organisation. I would call myself Mathematics Master, for obvious reasons. Some people may think that mathematics is not an impressive quality; others, like myself, know what a truly invaluable skill maths can be. I am hoping that any potential enemies would underestimate me and my mathematical expertise, which would give me a definite advantage and allow me to skilfully defeat them.

In conclusion, I hope you can see that I would be a marvellous asset to your team. I would relish the opportunity to join you at C.R.E.S.T. I hope to discuss this further with you and I eagerly await a positive response.

Yours sincerely,

Charlotte Monroe
AKA Mathematics Master

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Annotated Genre Features

¹ sender's address in the top right-hand corner

Sparkhouse Primary School,
Sellorswood Road,
Derby,
Derbyshire,
DE8 5LF¹

² recipient's address on the left hand side

C.R.E.S.T. Recruitment Office,
PO Box 543,
New York,
USA²

³ the date

13th November 2016³

⁴ a greeting – 'Dear Sir/Madam' if the recipient is not known or 'Dear Mr/Mrs/Miss (surname)' if the recipient is known

Dear Agent Coulson,⁴

⁵ an introduction to show the purpose of the letter

I am writing to you¹⁰ to kindly offer my services as part of your C.R.E.S.T. team. Recently, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation within your team. To strengthen your department, I would like to put myself forward as your organisation's newest member.⁵

⁶ more details organised into paragraphs

⁵ Firstly, I would like to discuss¹⁰ my physical qualities with you. As a ten-year-old girl, you may underestimate my strength and physical presence – you would be wrong to do so. Having won the prize of 'fastest girl' every year at our school sports day competition, my speed is one of my unquestionable strengths. In addition, my throwing abilities would definitely be another asset to C.R.E.S.T. I train weekly with a cricket team and my coach (Mr Slight) says that I am a born fielder. Once, the stumps were almost destroyed by my throwing power: they actually had a ball-shaped hole through the middle. Mr Slight certainly thinks that I could play for England Ladies when I'm older. However, I can think of another squad that could benefit from my abilities far more.

⁷ a conclusion saying what needs to happen next

Whilst physical strength is important, any prestigious C.R.E.S.T. agent must also possess incredible intelligence. My mathematical abilities are excellent. Maths is an essential agent skill: it is the key to everything! In my mind, life is just one big mathematical equation after another. I'll let you into a secret - my miraculous throwing skills are all due to arithmetic. In order to make the perfect throw, I work out the following: the angle of the bounce; the speed of the ball; the strength of the wind and the point of release from my hand. It's a strike!

⁸ a formal sign off - 'Yours faithfully' if the recipient is not known or 'Yours sincerely' if the recipient is known

If I were to be an agent in the future, I have also thought through¹⁰ a secret identity to keep my loved ones safe and give me anonymity outside of the C.R.E.S.T. organisation. I would call myself Mathematics Master, for obvious reasons. Some people may think that mathematics is not an impressive quality; others, like myself, know what a truly invaluable skill maths can be. I am hoping that¹⁰ any potential enemies would underestimate me and my mathematical expertise, which would give me a definite advantage and allow me to skilfully defeat them.

⁹ the sender's name at the end

In conclusion, I hope you can see that¹⁰ I would be a marvellous asset to your team. I would relish the opportunity to¹⁰ join you at C.R.E.S.T. I hope to discuss this further with you and I eagerly await a positive response.^{10,7}

¹⁰ use formal sentence starters such as 'I am writing to inform you' or 'I would like to express'

Yours sincerely,⁸

Charlotte Monroe
AKA Mathematics Master⁹

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Annotated Grammar, Punctuation and Spelling Features

All text: appropriate level of formality shown throughout the text: formal vocabulary and sentence structure that matches the formality of the text

² a range of linking words/phrases, including adverbials, to join sentences and paragraphs together (e.g. first, then, after, while, significantly, likewise, for instance etc.) as well as repetition and ellipsis

³ passive verbs (e.g. The Spanish team were beaten by France or The sweets were eaten by the children.)

⁴ modal verbs (e.g. can, could, should, would, etc.)

⁵ multi-clause sentences

⁶ single clause sentence for effect - short and snappy sentence

⁷ relative clauses within sentences starting with who, which, where, when, whose and that. (e.g. My mum, who is a great chef, cooked dinner for me.) etc.

C.R.E.S.T. Recruitment Office,
PO Box 543,
New York,
USA

13th November 2016

Dear Agent Coulson,

I am writing to you to kindly⁹ offer my services as part of your C.R.E.S.T. team. Recently^{2&9}, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation within your team⁸. To strengthen your department², I would like to put myself forward as your organisation's newest member¹².

Firstly^{2&9}, I would like to discuss my physical qualities with you⁸. As a ten-year-old¹⁵ girl², you may⁴ underestimate my strength and physical presence – you would be wrong to do so^{13&14}. Having won the prize of 'fastest girl' every year at our school sports day competition¹⁶, my speed is one of my unquestionable strengths⁵. In addition^{2&8}, my throwing abilities would⁴ definitely⁹ be another asset to C.R.E.S.T. I train weekly⁹ with a cricket team⁸ and my coach (Mr Slight)¹³ says that I am a born fielder⁷. Once^{2&9}, the stumps were almost destroyed by my throwing power^{3&8,14} they actually⁹ had a ball-shaped¹⁵ hole through the middle¹⁰. Mr Slight certainly⁹ thinks that I could play for England Ladies when I'm older⁵. However², I can think of another squad that could⁴ benefit from my abilities far more.

Whilst physical strength is important, any prestigious C.R.E.S.T. agent¹⁰ must⁴ also possess incredible intelligence⁵. My mathematical abilities are excellent^{16,6}. Maths is an essential agent skill¹⁴; it is the key to everything! In my mind², life is just one big mathematical equation after another⁸. I'll let you into a secret –¹³ my miraculous throwing skills are all due to⁹ arithmetic. In order to make the perfect throw, I work out the following:¹⁷ the angle of the bounce¹⁷; the speed of the ball¹⁷; the strength of the wind and the point of release from my hand⁵. It's a strike!⁶ _

If I were to be an agent in the future, I have also thought through a secret identity¹⁶ to keep my loved ones safe and give me anonymity outside of the C.R.E.S.T. organisation⁸. I would⁴ call myself Mathematics Master, for obvious reasons⁸. Some people may⁴ think that mathematics is not an impressive quality¹⁴; others, like myself^{8,11&13} know what a truly⁹ invaluable skill maths can be. I am hoping that any potential enemies would⁴ underestimate me and my mathematical expertise, which⁷ would⁴ give me a definite advantage and allow me to skilfully⁹ defeat them.

In conclusion², I hope you can⁴ see that I would be a marvellous¹⁶ asset to your team⁸. I would⁴ relish the opportunity¹⁶ to join you at C.R.E.S.T. I hope to discuss this further with you and I eagerly⁹ await a positive response⁵.

Yours sincerely¹⁶,

Charlotte Monroe
AKA Mathematics Master

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Sellorswood Road,
Derby,
Derbyshire,
DE8 5LF

⁸ preposition phrases to add detail and clarity (e.g. under the floorboards, across the room, etc.)

⁹ adverbs and adverbials to add detail and clarity (e.g. bravely, often, repeatedly, in the blink of an eye, etc.)

¹⁰ expanded noun phrases to add detail and clarity (e.g. a state-of-the-art computer or a hideous, green alien with a pointy nose.)

¹¹ commas for clarity

¹² apostrophes for possession

¹³ brackets, dashes and commas for parenthesis

¹⁴ semi-colons, dashes and colons to separate clauses

¹⁵ hyphens to avoid ambiguity

¹⁶ Y5/Y6 statutory spelling words

¹⁷ colon to introduce a list and semi-colons within lists

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