

Formal Letter Example

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

Read the letter and highlight the formal language features. Then respond to the letter in an appropriate formal style advising Mr. A Noyd what he should do.

Mr. A Noyd,
340 Decibel Street,
Churchfield,
Salisbury,
SP47 9VL.

16 December 2018

Noise Pollution Officer,
42 Loud Lane,
Council Offices,
Salisbury,
SP38 6TD.

Dear Sir or Madam,

I am writing to make an official complaint about the level of noise I have to endure while living in my home.

Although my house is situated on the outskirts of town beside a farmer's field, I often feel as though I am living in the centre of a busy city, and the anxiety it is causing me is now affecting my health. Palpitations, breathlessness and hair loss are my main concerns and my caring doctor has now recommended the use of ear plugs to help me to block out the noise and ease my symptoms.

The most frustrating source of noise pollution comes in the form of my next door neighbour's young springer spaniel who, despite being the friendliest little dog the majority of the time, has the loudest bark imaginable when he is left home alone. In addition to this when he spots a squirrel in the garden his constant barking (a major source of irritation on its own) escalates into a high pitched whine which often continues for hours, usually until his owner arrives back from work. My wife proposes that I be patient, as she feels the dog will outgrow the habit. However, I am not convinced this will be the case.

The second major source of noise is the local bell-ringing group who now practise in Churchfield's bell tower directly across the road from my house up to six times per week. When the group first formed a few years ago the number of members was very small and the bell-ringing sessions were restricted to thirty minute practices in the early evening, once or twice a week. As a result of increased interest from outside villages and the advent of inter-village bell ringing competitions, the sessions now last for several hours – often late into the night. If I were so inclined, I would join the bell ringing society myself, as I feel I must be quite an expert on the repertoire of tunes they perform.

Finally I am growing increasingly annoyed by the chorus of mooing beyond my garden wall. Whilst I acknowledge and respect the fact that I live beside a farmer's field and that cows must have somewhere to exercise and graze, I believe that Farmer Jones keeps his largest herd there to antagonise me. I suggest that he alternate the field in which he keeps his cows, as George Redman down the road reports that the field behind his house is permanently empty.

I hope you will take time to investigate my complaint and take appropriate measures to reduce the level of noise pollution I suffer from. I look forward to receiving your reply.

Yours Faithfully,
Mr. A Noyd

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Yours Faithfully,
Mr. A Noyd

1. Main examples of formal language used in the context of this letter are underlined.

Letter is set out in a formal structure showing the addresses of both the writer and recipient.

Formal opening

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Salisbury,
SP38 6TD.

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340 Decibel Street,
Churchfield,
Salisbury,
SP47 9VL.

16 December 2018

*Date under writer's address
(appropriately spaced)*

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Yours Faithfully,
Mr. A Noyd

Letter signed off in the formal style using the correct 'Yours Faithfully' as the writer of the letter does not know the name of the person they are writing to.