

Writing a formal letter

Wednesday 17th March 2021



YOUR TASK –
Should you
choose to
accept it...



To write a formal letter to the Government!

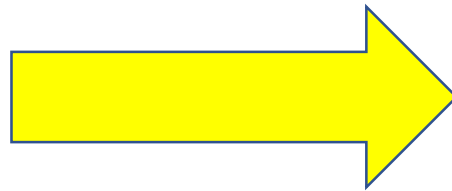


What is your letter about?

- Your job is to convince the British Government that **mechanimals** are worthy of human rights!
- *Do you think this would be an easy job?*



You will need to be VERY persuasive!



We aim to go from this,

to this...



Let's have a look at an example...

What did we notice about the layout?

The layout of a letter should include:

1. Your address (in the top right corner)
2. The date
3. The recipients address (left hand side)
4. A greeting
5. A main body of text
6. A farewell





Can you think of any greetings we could use?

Can you think of
some ways of
saying
'farewell'?

BYE 
FELICIA

Remember to be
persuasive!

Somebody needs to speak out for the poor mechanimals...

