

Read the letters and decide are they formal or informal. What made you think that?

Mr S. Pilkington
32 Warren Drive
Warwickshire
S13 4AP

Mr T. Smith
89 Foxhole Lane
Twinklstone
WA12 4QP

Monday 26th November 2012

Dear Mr Pilkington,

I am writing to complain about the vegetables purchased from your shop three days ago. Firstly, the sweet potatoes were not only hollow, but had an infestation of ants within them. Secondly, the 500g of mushrooms were actually doorknobs which had been painted grey. Lastly was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green and filled with jelly. I am uncertain of what gave you such a preposterous idea as to paint doorknobs grey and sell them as mushrooms or to fill a football with jelly. This standard is unacceptable and I demand a refund for these goods. You shall be expecting a visit from me within the week.

Yours sincerely

Mr T. Smith

Jenny Gamble
15 Hall Road,
Anytown
CO2 6SY
23rd October, 2007

Dear Mary,

How are you? I'm very well. I didn't write earlier because I was very busy.

I like my new home. It is a lovely house. I have a big bedroom looking over the garden. I helped Mummy paint the bedroom walls yesterday. We chose a pretty yellow colour.

A boy called Mark lives next door. He is the same class as me at school. Mark is very good at sports and English. He likes animals just like we do, but even more. He says he is going to be a vet when he grows up.

I am still thinking about being a writer. Do you want me to send you the story I am writing when it is finished? It is all about animals having adventures.

Write back soon. I am really looking forward to hearing all your news.

Love,
Jenny.

Miss W. Spider
62 Twaddle Street
Rambleswisck
PT5 7AP

Mrs S. Webb
2 Fruitim Road
Pendyville
SP1 4LF

Friday 13th January 2013

Dear Sir or Madam,

Thank you for your email regarding my purchase of a plot of land. I have to say, however, that I am deeply disappointed with the lack of access to this land. I applied for this land because I would have liked to own a little piece of the Scottish Highlands. Sadly this land was at the very top of a highly inaccessible mountain and I feel I have wasted a precious £300.

Your comments would be appreciated.

Regards

Mrs S. Webb

Sector 17
Vashi
New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a nice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Aditi

How to write an envelope

Miss Fyfe

The name of the person the letter is for

1 Betson Street

Their house number and street name

Markinch

The town or city they live in

Fife

The county they live in

KY7 6AA

The postcode of their street

Read the passage below and write out this persons address as you would on a envelope if you were to send him a letter.

My name is Mr Green and I have been having such bother in my street recently. Today I went outside and my wheelie bin was missing!

I asked both my next door neighbours at number 4 and 6, but they have not seen them. They said I should report it to Fife Council and I can do it online using my postcode KY23 MPS.

I have never heard of such a thing happening in Kirkcaldy before, never mind my lovely, quiet Main Street.