

Your name (formal)
29 Kensington Park Gardens
London

*Teaching points *control tenses to clarify time frames *use full range of punctuation *formal tone throughout * precise language*

16 August 1901

Dear Mr and Mrs Darling,

- *Paragraph 1*

Introduce the issue politely. Avoid detail but perhaps discuss consequences you are unhappy about.

- *Paragraph 2*

Give your detailed reasons.

- *Paragraph 3*

Explain what you would like to happen next and how it will be assessed.

Yours sincerely

(your name), Esq

