



Formal letters

Mahdi Modarres

Modarres Educational Letter

Someone you know:

You and your family are living in rented accommodation in an English-speaking country. You are not satisfied with the condition of some of the furniture.

Write a letter to your landlord. In your letter

- ***introduce yourself***
- ***explain what is wrong with the furniture***
- ***say what action you would like the landlord to take***



Someone you do not know:

You have just read an article in an international travel magazine which contained some information about your town that is incorrect.

Write a letter to the editor of the magazine. In your letter

- *correct the information in the article*
- *explain why it is important for the magazine to give correct information*
- *suggest what the magazine should do about this situation*



Dear Sir or Madam,

The latest edition of your travel magazine included an article about Cambridge, but this contained incorrect information. The writer described the University of Cambridge as being the oldest in the world whereas in fact the oldest university in the English-speaking world is in Oxford. The University of Cambridge was founded in 1209, but Oxford was known to have existed in 1096.

A magazine such as yours has an international reputation and is extremely influential with travel companies and individuals alike. It is essential that any information published should be accurate and reliable and I was genuinely surprised that the facts had not been checked prior to publication.

I feel that the least the magazine can do is to publish a correction and an apology in next month's magazine. I would also urge you to ensure that all factual information is thoroughly checked before publication.

Yours faithfully,

Alan Watson



Dear Mr. Smith,

I am your tenant from Flat 3 on Riverside Street. We met each other when I signed the rental agreement in your office. (question 1)

I have lived here for 6 months now and I am writing to complain about some of the furniture. As you may remember, the dining table is in very poor condition and has uneven legs. It also does not match the dining chairs as these are too low to be comfortable for a table of that height. When I first pointed this out to you, you agreed to provide a brand new dining set. However, you have not done so and I would really like to resolve this matter as soon as possible. (question 2)

If it is more convenient for you, perhaps you could simply replace the table by finding one of a suitable height for the chairs. This would solve the problems without too much cost, so I hope you agree to this proposed solution. (question 3)

Looking forward to hearing from you.

Yours sincerely,

M.M. Egil



The formula for TA

- Understand who you are writing to.
- Choose your letter type (complaint, request, thank you)
- Start/finish appropriately.
- Try to answer each question separately in a paragraph.
- Choose an appropriate closing sentence if necessary (usually in request letters): looking forward to hearing from you/ I look forward to hearing from you.



Band 9 grammar

- **Subordinate clauses: when, while, because, etc.**
- **Tenses: simple past, present perfect**
- **Coordinate clauses: and, nor, so, ...**
- **If clauses type one.**



Band 9 grammar

I am your tenant from Flat 3 on Riverside Street. We met each other **when** I signed the rental agreement in your office.

I **have lived here for 6 months now** and I am writing to complain about some of the furniture. **As you may remember**, the dining table is in very poor condition and has uneven legs. It also does not match the dining chairs **as** these are too low to be comfortable for a table of that height. When I first pointed this out to you, you agreed to provide a brand new dining set. However, you have not done so and I would really like to resolve this matter as soon as possible.

If it is more convenient for you, perhaps you **could** simply replace the table by finding one of a suitable height for the chairs. This **would** solve the problems without too much cost, so I hope you agree to this proposed solution.

Looking forward to hearing from you./ I look forward to hearing from you.



Band 9 CC

- I am your tenant from Flat 3 on Riverside Street. We met each other when I signed the rental agreement in your office.
- I have lived here for 6 months now and I am writing to complain about some of the furniture. **As you may remember**, the dining table is in very poor condition and has uneven legs. It **also** does not match the dining chairs as these are too low to be comfortable for a table of that height. **When I first** pointed this out to you, you agreed to provide a brand new dining set. **However**, you have not done so and I would really like to resolve this matter as soon as possible.
- If it is more convenient for you, perhaps you could simply replace the table by finding one of a suitable height for the chairs. This would solve the problems without too much cost, **so I hope you agree to this proposed solution.**



Practicing coherence and cohesion

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A magazine such as yours has an international reputation and is extremely influential with travel companies and individuals ...3..... it is essential4.... any information published should be accurate and reliable and I was genuinely surprised that the facts had not been checked prior to publication.

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CC

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A magazine such as yours has an international reputation **and** is extremely influential with travel companies and individuals **alike**. It is essential **that** any information published should be accurate and reliable and I was genuinely surprised that the facts had not been checked prior to publication.

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Homework