

Opening paragraph - why are you writing?	
First paragraph - give your first reason:	
Second paragraph - give your second reason:	
Third paragraph - give your third rea- son:	
Closing paragraph - what do you expect to happen next?	
Example of formal language to include:	

Wednesday 21st April 2021

LC: Can you write a formal letter of complaint?



SA TA PA

- ☐ ☐ ☐ I can use capital letters and full stops correctly.
- ☐ ☐ ☐ I can set out my letter correctly using structural features such as both addresses and the date.
- ☐ ☐ ☐ I can write in paragraphs.
- ☐ ☐ ☐ I can use examples of formal language.
- ☐ ☐ ☐ I can include a number of different reasons for my complaint within the main body of the letter.

Wednesday 21st April 2021

LC: Can you write a formal letter of complaint?



SA TA PA

- ☐ ☐ ☐ I can use capital letters and full stops correctly.
- ☐ ☐ ☐ I can set out my letter correctly using structural features such as both addresses and the date.
- ☐ ☐ ☐ I can open and close my letter using the correct terms.
- ☐ ☐ ☐ I can write in paragraphs.
- ☐ ☐ ☐ I can use examples of formal language, including negative synonyms **with support**.
- ☐ ☐ ☐ I can include a number of different reasons for my complaint within the main body of the letter.

Wednesday 21st April 2021

LC: Can you write a formal letter of complaint?



SA TA PA

- ☐ ☐ ☐ I can use capital letters and full stops correctly.
- ☐ ☐ ☐ I can set out my letter correctly using structural features such as both addresses and the date.
- ☐ ☐ ☐ I can open and close my letter using the correct terms.
- ☐ ☐ ☐ I can write in paragraphs.
- ☐ ☐ ☐ I can use a wide range of formal language, including negative synonyms.
- ☐ ☐ ☐ I can include a number of different reasons for my complaint within the main body of the letter.