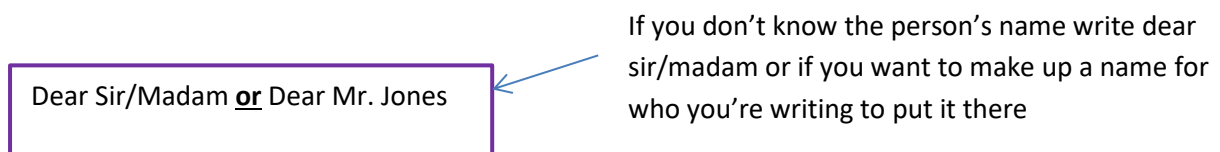
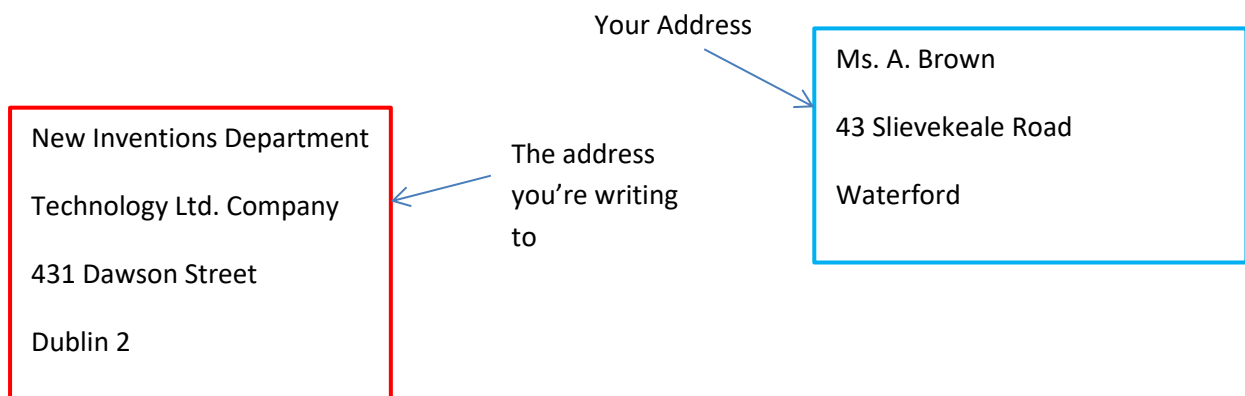


Formal Letters

A formal letter is written to somebody that you do not really know. You may or may not know their name but either way you don't personally know them. You are trying to convince this company to give you money to make your amazing new invention so you can sell it and make money for them. In your letter you'll need to include – information about what your invention is and what it does, what makes it so great that they should give you the money and who you think would buy it. This is what your letter layout should look like – you don't need to draw the coloured boxes they're just to show you where things go 😊



Introduction – start the letter by introducing yourself and saying why you are writing to them, for example: My name is _____ and I am writing to you today to tell you about my fantastic new invention. To build this invention I would need €2000 and I was wondering if you would be interested in helping me.

Middle – include the details of your invention, what it is and how it works. Make it sound as great as you can. Say who would buy it and why they would buy it. Remember you're trying to persuade them so use some of the phrases you've used in persuasive writing (ads) before.

Conclusion – Your conclusion should be polite and thank them for taking the time to read your letter. You could also use phrases like 'I know you're very busy, I appreciate you taking the time to read my letter' 'I hope you will consider helping me' 'I would appreciate if you could write back to me' 'you can ring me on...' - you don't need to use all of those and you can use your own ideas they're just suggestions to get you thinking.

