

Formal and Informal Language

Below is a formal letter. You must decide which of the phrases in bold you think are most appropriate and adjust the letter to make it suitable.

When you have finished, move down to the next letter.

My Name

My Road

My Town

Dear Mr Sexton,

I thought I'd write/ I am writing to complain about the **state of the yard/condition of the playground**. Over the last two weeks, I **have noticed loads of rubbish/a great deal of litter**.

I reckon/it is my opinion that this litter is a health hazard. For example, yesterday a year 4 boy fell over and cut his hand on a broken bottle. **The boy I'm talking about/The boy in question** needed four stitches.

Furthermore/On top of this, the litter is an eyesore. Our school has beautiful views of the river and these are **wrecked/spoiled** by the litter.

I believe/I reckon that there are **a load of things/a number of things** that you could do to **fix/rectify** this problem. Firstly, it **may be possible for you/you could** purchase additional litterbins. This