

## Letter Example – Sprouts

64 Brown Lane,  
Foxhole,  
Devon,  
TQ9 7NJ  
27th May 2012

Dear Mr. Smith,

I am writing to complain about the sprouts I bought from your shop last week. I came into your shop on Tuesday morning and bought 500g of fresh sprouts with a sell by date of 03.06.12 which, as you know, is next week.

When I tried to cook the sprouts, I found they were rotten inside. I had peeled the sprouts and cooked them with chestnuts. It was not until I tried to eat them that I found they were rotten.

This was disappointing, as I had nothing else to eat. Following the disappointment I was forced to go out and buy other food. As it was late at night the choice of shops was not very good and I had to settle for a tin of soup. I would like a full refund. I paid in cash and I enclose the receipt. Please contact me at the above address if you need to me come into the shop to pick up the refund, other please send me a cheque.

Yours sincerely,

Miss. F. Gardener.

## Letter Example – Family

64 Brown Lane,  
Foxhole,  
Devon,  
TQ9 7NJ

Monday 13<sup>th</sup> June 2011

Dear Natalie,

How are you? Although I had a cold recently, I am fine now. The cold only lasted for a few days. Mum gave me some medicine that helped relieve the symptoms. My little brother got a cold too.

Did you have a nice half term? I went to stay with my grandma Josie. I hadn't been to see her for a long time. We had lots of fun and she taught to how to cross stich. We also went shopping and made cakes. I am very glad I went to stay.

I am back at school now and we are learning about the Egyptians. So far we have found out how they built the pyramids. I'm really looking forward to finding out how they made people into mummies. My teacher is really cool. What is your school like? What are you learning at the moment?

Dad told me today that we're going to Wales summer holiday. I am excited. I haven't been there before. We are going to West Wales and will stay in a static caravan near Towyn. Are you going on holiday this year?

I better go and do my homework. My teacher wants me to do well at school and so do, so I better try my hardest!

Lots of love,  
Francine

## Letter Example - Donations

Jen's Skate Shop  
42 High Street  
Long Eaton  
Monday 6th January 2012

Dear Customer,

We would like to tell you about a project we are supporting that would improve the skating facilities in Long Eaton. If you can spare money to donate to the project, we assure you that it will greatly help young people in the community.

The council has offered to match any donations we can raise for a new skate park near the Tesco Extra, on land which is currently an unsightly area full of building rubble. Our team of staff has volunteered to clear the site, and if we are able to raise £12,000 the council will pay the remaining cost of building a brand new skating area.

As skating enthusiasts, you will no doubt recognize the many benefits of our sport – fitness, social interaction and dedication, all of which are excellent for young people's development. If you donate to this project, you will receive a month's free pass as a thank you.

We hope that you will make a donation for this very good cause. You may give money directly to Jen's Skate Shop, or pay using a credit card online at our website, [www.jensskateshop.co.uk](http://www.jensskateshop.co.uk). Thank you for your custom, and we hope to see you at the new skate park very soon!

Yours sincerely,  
Jen Clark.