

Formal Letter Example



Mr S. Pilkington
32 Warren Drive
Warwickshire
S13 4AP

Mr T. Smith
89 Foxhole Lane
Twinklstone
WA12 4QP

Monday 26th November 2012

Dear Mr Pilkington,

I am writing to complain about the vegetables purchased from your shop three days ago. Firstly, the sweet potatoes were not only hollow, but had an infestation of ants within them. Secondly, the 500g of mushrooms were actually doorknobs which had been painted grey. Lastly was the watermelon. Upon closer inspection this was no watermelon, rather a football painted green and filled with jelly. I am uncertain of what gave you such a preposterous idea as to paint doorknobs grey and sell them as mushrooms or to fill a football with jelly. This standard is unacceptable and I demand a refund for these goods. You shall be expecting a visit from me within the week.

Yours sincerely

Mr T. Smith

Formal Letter Example



Miss W. Spider
62 Twaddle Street
Rambleswisck
PT5 7AP

Mrs S. Webb
2 Fruitim Road
Pendyville
SP1 4LF

Friday 13th January 2013

Dear Sir or Madam,

Thank you for your email regarding my purchase of a plot of land. I have to say, however, that I am deeply disappointed with the lack of access to this land. I applied for this land because I would have liked to own a little piece of the Scottish Highlands. Sadly this land was at the very top of a highly inaccessible mountain and I feel I have wasted a precious £300.

Your comments would be appreciated.

Regards

Mrs S. Webb