

Y5 Letter Writing: Formal Example Text

Church Cottage,
Little Weirwold,
Buckinghamshire,
BK54 1AS

Billeting Office,
Village Hall,
Little Weirwold,
Buckinghamshire,
BK65 3DS

23rd September 1939

To whom it may concern,

My name is Mr Tom Oakley and I am writing to you regarding the rumours of some city children being evacuated to our community. I am very concerned about the news that some evacuees may be being placed in the homes of Little Weirwold residents. Whilst I have the deepest sympathy for them, I need to explain why my home would not be a suitable placement for a city evacuee.

Firstly, I am a very busy, overworked man with very little free time. My little cottage is situated on the church grounds, which is next to the village cemetery. The cemetery requires a large amount of upkeep. The grass, which grows very rapidly in summer, needs trimming almost every other day and this recent wetter weather causes unsightly weeds to sprout in between the graves. The weeds must be pulled out by hand, which makes this a very time-consuming activity for me. Due to the ornate design of many of the gravestones, they also require specialist cleaning to remove any moss or dirt on them without causing scratches or damage. You're probably thinking that an evacuee could help me in my duties. However, I am certain that a child, especially a city child, would not have the expertise, skills or respectfulness needed to work in the burial ground alongside me.

In addition, I feel I am not the most suitable adult to care for one of these evacuees. These children, whose lives have been affected by war in the past few months, will need sufficient comfort and love. Unfortunately, I am certainly not the man to offer that sort of household. Our village is full of caring mother-types, who would make the children feel much more secure than I ever could. Some men are cut out for that sort of thing. Others, like myself, leave that kind of thing to the women and sadly my wife is no longer with me. Surely, you wouldn't want to place a poor child in an environment that didn't offer them the empathy they needed.

Finally, I simply do not have room for a child in my home. I am a humble man with a modest cottage that has only two small bedrooms. The belongings in the second bedroom are that of my late son and under no circumstance will I have a city child ever touching them.

For all the reasons that I have mentioned, I would be very grateful if you would remove me from your list of potential guardians. I am a proud, patriotic man - who is willing to do anything to support my country - but it would be foolish to expect me to accommodate an evacuee child. Please feel free to contact me should I be of use to you in any other way to aid the war effort.

Yours faithfully,

Mr Tom Oakley

Y5 Letter Writing: Formal Example Text

Annotated Genre Features

Church Cottage,
Little Weirwold,
Buckinghamshire,
BK54 1AS¹

¹sender's address
in the top
right-hand corner

²the recipient's
address on the
left-hand side

Billeting Office,
Village Hall,
Little Weirwold,
Buckinghamshire,
BK65 3DS²

³the date on the
left-hand side

23rd September 1939³

To whom it may concern,⁴

⁴formal greeting
followed by
a comma

⁵an introduction
to tell the reader
why you are
writing

My name is Mr Tom Oakley and I am writing to you regarding the rumours of some city children being evacuated to our community. I am very concerned about the news that some evacuees may be being placed in the homes of Little Weirwold residents. Whilst I have the deepest sympathy for them, I need to explain why my home would not be a suitable placement for a city evacuee.⁵

⁶formal sentence
starters used,
such as 'I am
writing to
inform you' or
'I would like to
express'

Firstly, I am a very busy, overworked man with very little free time. My little cottage is situated on the church grounds, which is next to the village cemetery. The cemetery requires a large amount of upkeep. The grass, which grows very rapidly in summer, needs trimming almost every other day and this recent wetter weather causes unsightly weeds to sprout in between the graves. The weeds must be pulled out by hand, which makes this is a very time-consuming activity for me. Due to the ornate design of many of the gravestones, they also require specialist cleaning to remove any moss or dirt on them without causing scratches or damage. You're probably thinking that an evacuee could help me in my duties. However, I am certain⁶ that a child, especially a city child, would not have the expertise, skills or respectfulness needed to work in the burial ground alongside me.⁷

⁷more details
included in
paragraphs

In addition, I feel⁶ I am not the most suitable adult to care for one of these evacuees. These children, whose lives have been affected by war in the past few months, will need sufficient comfort and love. Unfortunately, I am certainly⁶ not the man to offer that sort of household. Our village is full of caring mother-types, who would make the children feel much more secure than I ever could. Some men are cut out for that sort of thing. Others, like myself, leave that kind of thing to the women and sadly my wife is no longer with me. Surely, you wouldn't want to place a poor child in an environment that didn't offer them the empathy they needed.⁷

⁸a conclusion to
tell the reader
what you want
to happen next

Finally, I simply do not have room for a child in my home. I am a humble man with a modest cottage that has only two small bedrooms. The belongings in the second bedroom are that of my late son and under no circumstance will I have a city child ever touching them.⁷

For all the reasons that I have mentioned,⁶ I would be very grateful if you would remove me from your list of potential guardians. I am a proud, patriotic man - who is willing to do anything to support my country - but it would be foolish to expect me to accommodate an evacuee child. Please feel free to contact me⁶ should I be of use to you in any other way to aid the war effort.^{7&8}

¹⁰sender's name

Yours faithfully,⁹

Mr Tom Oakley¹⁰

⁹a formal sign
off, i.e. Yours
faithfully because
we don't know
the name of
the recipient,
followed by
a comma

Y5 Letter Writing: Formal Example Text

Annotated Grammar, Punctuation and Spelling Features

All text: Uses the full range of spelling, grammar and punctuation features taught in previous year groups, including pronouns for cohesion, adverbials, and the correct tense throughout

Billeting Office,
Village Hall,
Little Weirwold,
Buckinghamshire,
BK65 3DS³

23rd September 1939³

To whom it may concern,³

My name is Mr Tom Oakley and I am writing to you regarding² the rumours of some city children being evacuated to our community¹³. I am very concerned about the news that some evacuees may⁷ be being placed in the homes of Little Weirwold residents⁶. Whilst I have the deepest sympathy for them⁵, I need to explain why my home would not⁷ be a suitable placement for a city evacuee.

Firstly⁵, I am a very busy, overworked¹⁰ man with very little free time. My little cottage is situated on the church grounds, which is next to the village cemetery⁶. The cemetery¹³ requires a large amount of upkeep. The grass, which grows very rapidly in summer^{6&8}, needs trimming almost every other day and this recent wetter weather causes unsightly¹⁰ weeds to sprout in between the graves. The weeds must⁷ be pulled out by hand, which makes this is a very time-consuming activity for me⁶. Due to the ornate design of many of the gravestones, they also require specialist cleaning to remove any moss or dirt on them without causing scratches or damage. You're probably⁷ thinking that an evacuee could⁷ help me in my duties. However⁵, I am certain that a child,⁹ especially¹³ a city child,⁹ would not⁷ have the expertise, skills or respectfulness needed to work in the burial ground alongside me.⁴ (whole paragraph illustrates 4)

In addition⁵, I feel I am not the most suitable adult to care for one of these evacuees². These children, whose¹² lives have been affected¹² by war in the past¹² few months^{6&8}, will need sufficient¹³ comfort and love. Unfortunately¹⁰, I am certainly⁷ not the man to offer that sort of household. Our village is full of caring mother-types, who would⁷ make the children feel much more secure than I ever could⁶. Some men are cut out for that sort of thing. Others, like myself⁹, leave that kind of thing to the women and sadly my wife is no longer with me. Surely⁷, you wouldn't⁷ want to place a poor child in an environment that didn't offer them the empathy they needed⁶.

Finally⁵, I simply do not have room for a child in my home. I am a humble man with a modest cottage that has only two small bedrooms. The belongings in the second bedroom are that of my late son and under no circumstance will⁷ I have a city child ever touching them.

For all the reasons that I have mentioned², I would⁷ be very grateful if you would remove me from your list of potential guardians. I am a proud, patriotic man - who is willing to do anything to support my country^{6&8} - but it would foolish to expect¹² me to accommodate^{11&13} an evacuee child. Please feel free to contact me should⁷ I be of use to you in any other way to aid the war effort.

Yours faithfully,³

Mr Tom Oakley³

Church Cottage,
Little Weirwold,
Buckinghamshire,
BK54 1AS³

⁷Uses adverbs and modal verbs to indicate degrees of possibility, e.g. surely, perhaps, should, might, etc.

⁸Uses brackets, dashes or commas to indicate parenthesis

⁹Uses commas to clarify meaning or to avoid ambiguity

¹⁰Spells a wider range of prefixes correctly, e.g. deactivate, overturn, misconduct, etc.

¹¹Spells nouns or adjectives converted into verbs using suffixes, e.g. designate, classify, criticise, etc.

¹²Spells more complex homophones correctly, e.g. affect/effect, practice/practise, etc.

¹³Spells most words correctly from the Y5/6 statutory spelling list

²Selects appropriate grammar and vocabulary to match the purpose and audience

³Uses organisational and presentational devices that are relevant to the text type, e.g. headings, bullet points, underlining, etc.

⁴Writes longer passages.

⁵Uses linking words/phrases between sentences and paragraphs to build cohesion including time adverbials, e.g. later; place adverbials, e.g. nearby; and number, e.g. secondly.

⁶Uses relative clauses beginning with a relative pronoun (who, which, where, when, whose, that), e.g. Professor Scriffle, who was a famous inventor, had made a new discovery

Y5 Letter Writing: Formal Example Text

Annotated Grammar, Punctuation and Spelling Features

All text: Uses the full range of spelling, grammar and punctuation features taught in previous year groups, including pronouns for cohesion, adverbials, and the correct tense throughout

Billeting Office,
Village Hall,
Little Weirwold,
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BK65 3DS³

23rd September 1939³

To whom it may concern,³

My name is Mr Tom Oakley and **I am writing to you regarding**² the rumours of some city children being evacuated to our **community**¹³. I am very concerned about the news **that some evacuees may**⁷ be being placed in the homes of Little Weirwold residents⁶. **Whilst I have the deepest sympathy for them**⁵, I need to explain why my home **would not**⁷ be a suitable placement for a city evacuee.

Firstly⁵, I am a very busy, **overworked**¹⁰ man with very little free time. My little cottage is situated on the church grounds, **which is next to the village cemetery**⁶. The **cemetery**¹³ requires a large amount of upkeep. The grass, **which grows very rapidly in summer**^{6&8}, needs trimming almost every other day and this recent wetter weather causes **unsightly**¹⁰ weeds to sprout in between the graves. The weeds **must**⁷ be pulled out by hand, **which makes this is a very time-consuming activity for me**⁶. Due to the ornate design of many of the gravestones, they also require specialist cleaning to remove any moss or dirt on them without causing scratches or damage. You're **probably**⁷ thinking that an evacuee **could**⁷ help me in my duties. **However**⁵, I am certain that a child,⁹ **especially**¹³ a city child,⁹ **would not**⁷ have the expertise, skills or respectfulness needed to work in the burial ground alongside me.⁴ (whole paragraph illustrates 4)

In addition⁵, **I feel I am not the most suitable adult to care for one of these evacuees**². These children, **whose**¹² lives have been **affected**¹² by war in the **past**¹² few months,^{6&8} will need **sufficient**¹³ comfort and love. **Unfortunately**¹⁰, I am **certainly**⁷ not the man to offer that sort of household. Our village is full of caring mother-types, **who would**⁷ make the children feel much more secure than I ever could.⁶ Some men are cut out for that sort of thing. Others, **like myself**⁹, leave that kind of thing to the women and sadly my wife is no longer with me. **Surely**⁷, you **wouldn't**⁷ want to place a poor child in an environment **that didn't offer them the empathy they needed**⁶.

Finally⁵, I simply do not have room for a child in my home. I am a humble man with a modest cottage that has only two small bedrooms. The belongings in the second bedroom are that of my late son and under no circumstance **will**⁷ I have a city child ever touching them.

For all the reasons that I have mentioned², I **would**⁷ be very grateful if you would remove me from your list of potential guardians. I am a proud, patriotic man - **who is willing to do anything to support my country**^{6&8} but it would foolish to **expect**¹² me to **accommodate**^{11&13} an evacuee child. Please feel free to contact me **should**⁷ I be of use to you in any other way to aid the war effort.

Yours faithfully,³

Mr Tom Oakley³

Church Cottage,
Little Weirwold,
Buckinghamshire,
BK54 1AS³

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