

Formal Letters

You recently took a plane to a holiday. On arrival, you found your luggage missing. You did not receive your luggage until the final day of your vacation. Write a letter to your airline: –

Complain about the missing luggage –

Tell the company why it caused problems –

Seek compensation

Dear Sir/Madam,

I am writing to formally complain about an issue I encountered during my recent flight with your airline. On [Date of Arrival], I arrived at [Destination] on flight [Flight Number], only to discover that my luggage had not arrived. Despite my immediate report to the baggage claim desk, I was informed that my luggage had been misplaced and would be delivered to my accommodation.

Unfortunately, my luggage was not delivered until the final day of my vacation, which caused significant inconvenience. Without my luggage, I was left without essential personal items for the duration of my stay, including clothing and toiletries. As a result, I had to purchase replacements, which added unnecessary expenses to my trip. Moreover, I was unable to fully enjoy my vacation, as I spent considerable time dealing with the issue instead of relaxing.

Given the considerable inconvenience caused, I believe I am entitled to compensation for both the delayed delivery of my luggage and the additional costs I incurred. I would appreciate it if you could reimburse me for the emergency purchases I had to make and provide compensation for the disruption to my holiday.

I have attached receipts for the items I purchased and any relevant documentation, including my baggage claim reference number. I look forward to your prompt response and resolution to this matter.

Thank you for your attention to this issue.

Yours faithfully,
[Your Name]

You are unhappy about a proposal to make domestic airport bigger and increase the total number of flights. You live near the airport. Write a letter to local newspaper: –

Explain where you live –

Describe your problems –

Give reasons why you do not want this development

Dear Sir/Madam,

I am writing to express my concerns about the recent proposal to expand the local domestic airport and increase the number of flights. I live near [Name of the Airport], specifically in [Area or Neighbourhood], and I have been following the development plans with growing apprehension.

As a resident in close proximity to the airport, I already face numerous issues due to the current level of air traffic. The constant noise from planes taking off and landing has disrupted the peace and quiet of our neighbourhood, especially during early mornings and late evenings. The frequent noise pollution is not only affecting our quality of life but also impacting the health of many, as it has been linked to sleep disturbances, stress, and other long-term health problems.

Furthermore, the air pollution and environmental damage from the increased flights would only worsen. With the rise in air traffic, there will likely be higher emissions and greater air pollution, which will directly affect the air quality in our community. This is a significant concern, particularly as we are already dealing with environmental issues caused by existing levels of pollution.

I strongly oppose the proposed expansion because it will exacerbate these problems, making our neighbourhood even less liveable. The potential economic benefits of increased flights are far outweighed by the negative impact on the health, safety, and well-being of the local population. I urge local authorities to reconsider this development and explore alternative solutions that prioritize the welfare of the residents who live closest to the airport.

Thank you for considering my viewpoint. I hope this issue will be given the attention it deserves.

Yours faithfully,
[Your Name]

The school library is seeking applications for a job over summer break. You want to apply for the job. Write a letter to the manager of the library: –

Introduce yourself –

Tell about your past experience and skills –

Give reasons why you need that job

Dear Sir/Madam,

I am writing to express my interest in the summer job opportunity at the school library. My name is [Your Name], and I am a [Your Grade/Class] student at [Your School Name]. I believe I would be a suitable candidate for this position and would like to apply for the role.

In terms of experience, I have volunteered at my school library for the past year, assisting with organizing books, shelving, and helping students find reading materials. Additionally, I have developed strong organizational and communication skills through my involvement in various school clubs, where I often worked in teams to coordinate events and manage tasks efficiently. My

attention to detail, ability to work independently, and enthusiasm for reading make me well-suited for this position.

I am eager to apply for this summer job because it will allow me to gain valuable work experience while contributing to the library's operations. I am particularly interested in the opportunity to further develop my organizational and customer service skills. Moreover, as a student, this job would provide me with a great way to stay productive over the summer while earning extra income to support my educational expenses.

Thank you for considering my application. I look forward to the possibility of contributing to the school library this summer. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Yours faithfully,
[Your Name]