

Assignment 14: Letter Formats

Choose two different options from the following.

1. **Personal letter** - Write a letter to a relative or friend: someone close to you, your mother or father, brother or sister, grandparent, aunt or uncle, and adult you admire, a teacher, or someone you haven't see for a while.

Write about:

- an important childhood memory
 - a problem you're having OR a problem you've overcome or solved
 - something that scares you or is worrying you
 - someone who is important to you
 - an important event that happened to you recently
 - something you always wanted to do
 - what you want out of life
 - your home or school or community
 - a book you've read or a TV show or movie you've seen
 - a play, a sporting event, or a concert you've attended
 - a crazy idea you have
2. **Compliment letter** – Write a company whose product you like and explain the reasons for your satisfaction or pleasure.
 3. **Complaint or Demand letter** – Write about something you purchased (a thing or a service) that you were not happy or satisfied with. Explain clearly the nature of your complaint and what the company must do to satisfy you. Letter must be typed.
 4. **A Letter To Yourself** – Write a letter to yourself five years from now:
 - who your friends and enemies are,
 - what you like,
 - what you don't like,
 - what you have,
 - what you haven't acquired yet,
 - what school is like,

- what family life is like,
- what's "hot" / "cool" / good in your life,
- what's not, etc.

Be sure to tell what you'd like to accomplish; where you'd like to be in five years from now.

5. **Letter to a Politician** – Write what you would like to tell the President, the Governor, your senator or congressman.
6. **Letter to the Editor** – Write to the editor of your favorite magazine expressing an opinion about something you read in it. Or, write a letter to the editor of a newspaper giving your opinion about something you read in the paper.

Write a letter to the school paper about a school issue.