



O'level
Foundation
Week 30

The Write Tribe

SITUATIONAL WRITING
FORMAL LETTERS



The Write Tribe

Formal letter: Application

1. Who am I writing for? [Audience]

- They could be the public, principal, teacher, friend, company manager, town council etc

2. Why am I writing this? [Purpose]

- To give an account of something I witnessed, to complain about something, to explain, inform, instruct, convince and persuade, sell, etc

3. How is this piece to be written? [Format]

- report, letter, account, article, statement, review, speech etc

4. What is the tone I should use? [Language]

- formal, informal, persuasive, informative, argumentative etc



WE'RE HIRING
**FULL TIME
WAITERS!**



REQUIREMENTS

- **Flexibility to work in shifts**
- **Attentiveness and patience for customers**
- **Proven work experience as a Waiter or Waitress**

CONTACT:
ANDY LAU
MANAGER

RESPONSIBILITIES

- **Greet and escort customers to their tables**
- **Present menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)**
- **Prepare tables by setting up linens, silverware and glasses**
- **Inform customers about the day's specials**

QUALIFICATIONS

- **Minimum Qualification: N'Levels**
- **18+ years old**
- **Speaks English fluently**



Formal letter: Application



Formal letter: Application



Formal letter: Complaint

Blk 321
Yio Chu Kang Ave 3
#05-324
S'pore 762321

30 March 2021

Mr. Hadriel Koh
Manager
Daiso (Sembawang Branch)
13 Sembawang St
S'pore 123267

Dear Mr. Hadriel Koh,

Re: Missing accessories for purchased item

I would like to express my disappointment from your unsatisfactory level of service. I have expected much more from a prestigious and reputed company of your standard. Unfortunately, I can't help but submit this letter of complaint hoping for a fast and adequate resolution.

{{In this paragraph, explain in detail what problems you faced. Include facts, numbers and dates to support your case. Write as much as required to explain the problem.}}

On 28th March 2021, I purchased a pocket radio from your Sembawang Branch around 2pm. Once I got home, I opened the packaging to discover that no charger was included. The packaging clearly states that a charger is included with the pocket radio.

I have enclosed the receipt to the item. I sincerely request a replacement or a refund.

I hope you agree with me that this is not acceptable under any circumstances. I trust that you will deal with this issue urgently. I also trust that you will take the necessary precautions to prevent such incidents in the future.

Yours sincerely,

{{Signature}}

{{Formal Name}}



Formal letter: Complaint

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