



O'level
Foundation
Week 30

The Write Tribe

SITUATIONAL WRITING
FORMAL LETTERS



The Write Tribe

MISO RESTAURANT
(WOODLANDS BRANCH)

20TH FEBRUARY 2021

AT 3.30PM, YOU WERE CELEBRATING YOUR BEST FRIEND GABRIEL'S BIRTHDAY. BOTH OF YOU DECIDED TO ORDER MUSHROOM SOUP. TO YOUR SHOCK, YOU DISCOVER A DEAD LIZARD IN GABRIEL'S BOWL. THE WAITER WHO ATTENDED TO YOU WAS COLLIN NG. YOU COMPLAIN TO THE WAITER. HOWEVER, THE WAITER WAS RUDE. ANGRY, BOTH OF YOU LEFT THE RESTAURANT.

22's



Formal letter: Complaint



Formal letter: Complaint



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

17 March 2021

Mr. Elon Musk
C.E.O
Space Ex
31 Tesla St
S'pore 123267

Dear Mr. Elon Musk,

Re: Invitation Letter as Guest of Honor

On behalf of the school, we would like to invite you to our Annual Speech and Prize Giving Day to be held on May 15th in the school hall.

We are glad to cordially invite you to the Annual Day as Guest of Honor. It would also be a great source of inspiration for the students if you could deliver a short speech to our graduates. There are many qualifiers who need to be given certificates and prizes. We are also arranging a special dinner party for you after the ceremony. It would be an honor for us if you could attend and grace us with your presence. We are looking forward to having your company.

Thank you.

Yours sincerely,
Gabriel Koh

The Principal (Job Designation)
Chapman University Singapore



FONG CHU PRIMARY

Have you decided who should be our Guest of Honour for SPORTS day?

Vice Principal

Michael Phelps would be inspiring, don't you think?

Principal

It would be great if he could hand out the trophies to the winners.

Vice Principal

Also, give an inspiring speech to our school athletes!

Principal

Sports Day is fast approaching! It will be on Nov 7, 2021. The entire event will start at 10am and end at 1pm

Vice Principal

Thanks for the reminder. I better write him a letter!

Principal

Let him know we will honour him with a special 5-course meal at TESLA hotel after the sports event. It is our little token of appreciation!

Vice Principal

I am sure Michael Phelps would like that! I will include that in the letter.

Principal



Formal letter: Invitation



Formal letter: Invitation

