

Read through this letter and look at the parts in **BOLD**. You must decide which of the phrases in **bold** you think are most appropriate to make the letter formal.

John Smith
123 The Street
ME8 0BX

Wednesday 9th March 2021

Dear Mr Sexton,

I thought I'd write/ I am writing to complain about the
state of the yard/condition of the playground. Over the last two weeks,
I have noticed loads of rubbish/a great deal of litter.

I reckon/It is my opinion that this litter is a health hazard. For example,
yesterday a year 4 boy fell over and cut his hand on a broken bottle.
The boy I'm talking about/The boy in question needed four stitches.

Furthermore/On top of this, the litter is an eyesore. Our school has
beautiful views of the river and these are **wrecked/spoiled** by the litter.

I believe/I reckon that there are **a load of things/a number of things**
that you could do to **fix/rectify** this problem.

Firstly, **it may be possible for you/you could** purchase additional litterbins. This
would help **stop/prevent** people discarding their litter **recklessly/willy-nilly**.

What's more/In addition, I think that our school needs
better/more adequate security to prevent vandals littering.

To finish/In conclusion, I hope you will take my concerns seriously and
I look forward to **your reply/you writing back to me**.

Yours Sincerely/Cheers

Mr John Smith/John