

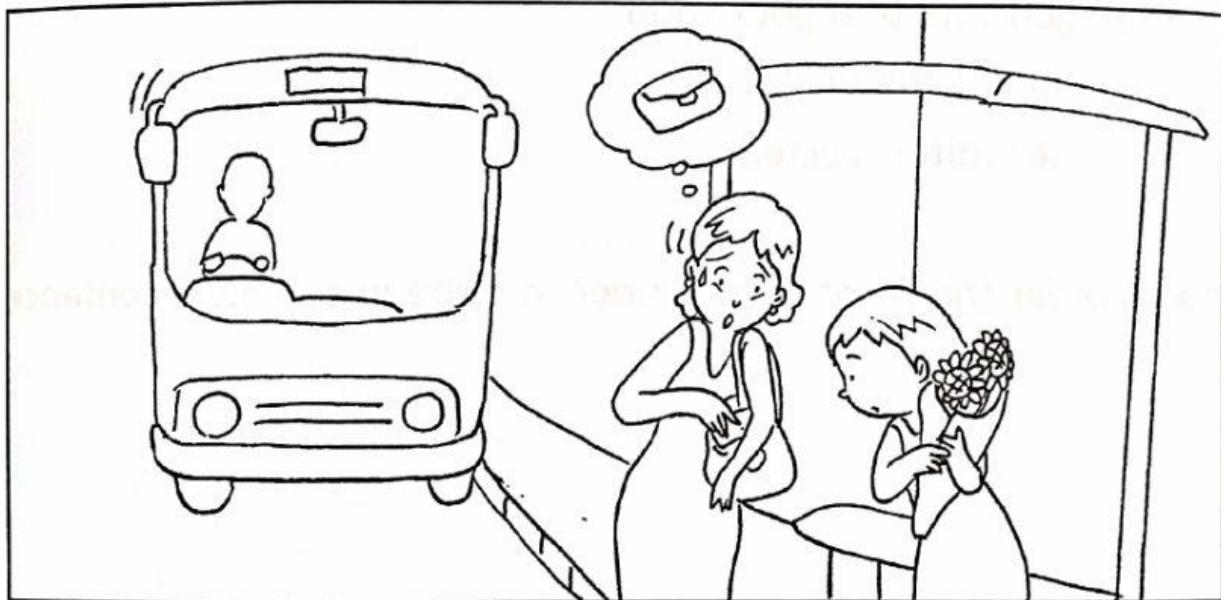


**Week 24**  
**Primary 5/6**

**The Write Tribe**

# **SITUATIONAL WRITING:** **FORMAL LETTER**





### Your Task

Imagine you are the girl in the pictures.

**Write a letter to the store manager to express your gratitude to the florist for her help.**

You are to refer to the pictures and information on the facing page for your letter.

In your letter, include the following key information:

- the name of the store
- the date and time you visited the store
- what your mother realised
- the name of the staff involved in the incident
- how the staff helped you

You may reorder the points. Remember to write in complete sentences.

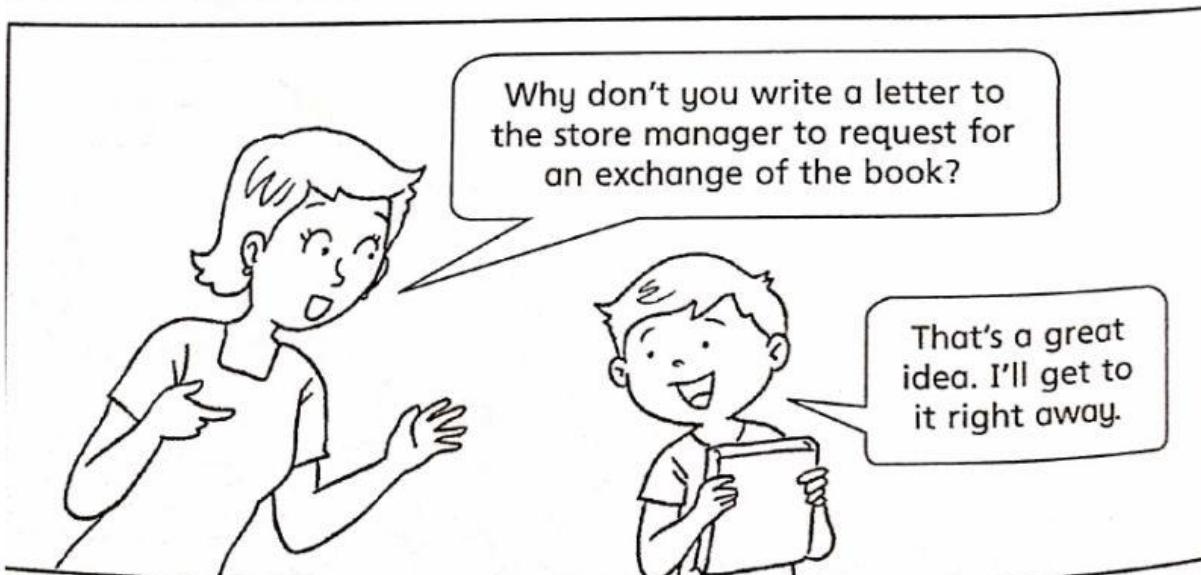
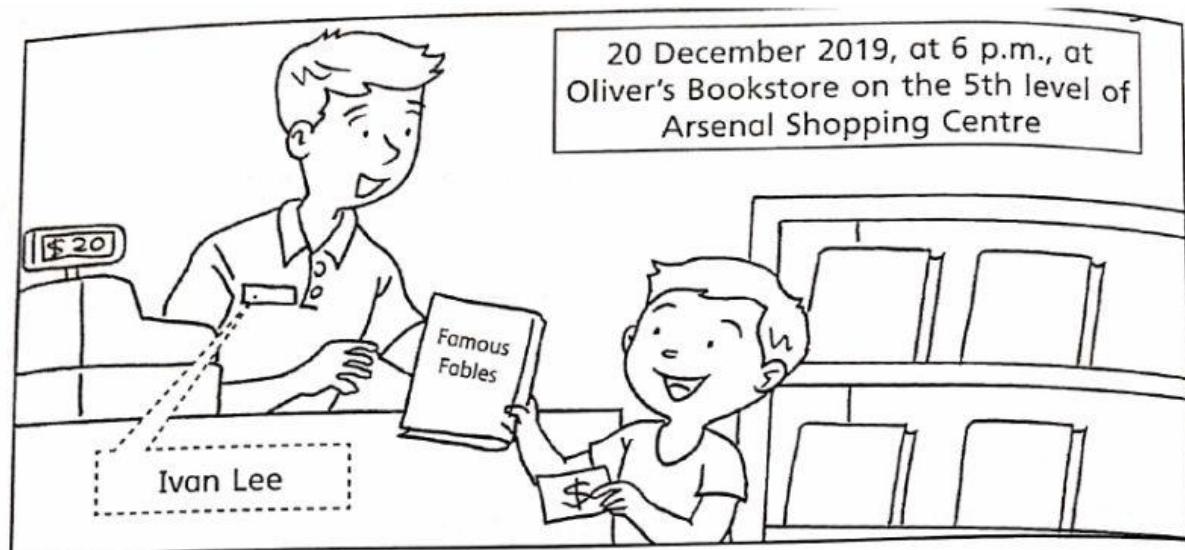
**Purpose:**

**Audience:**

**Context**







Your Task

Imagine you are the boy in the pictures.

**Write a letter to the store manager to request for an exchange of the book you just bought.**

You are to refer to the pictures and information on the facing page for your letter.

In your letter, include the following key information:

- the name of the store
- the date and time you visited the store
- the title of the book you bought
- the cost of the book
- why you are requesting for an exchange

You may reorder the points. Remember to write in complete sentences.

**Purpose:**

**Audience:**

**Context**



