



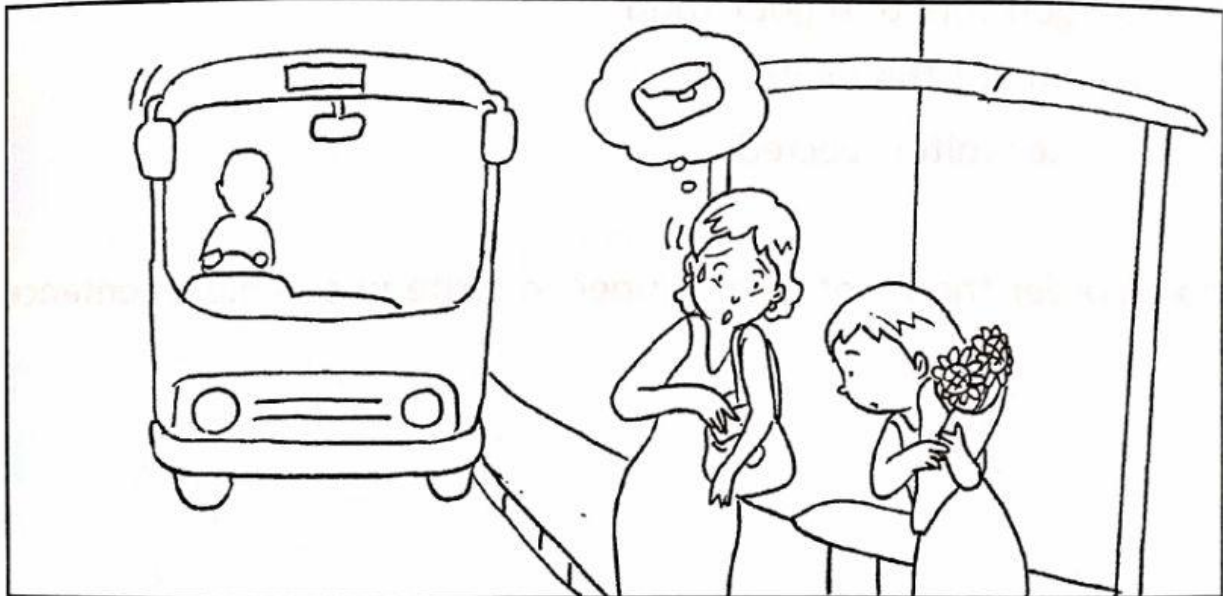
**Week 24**

**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

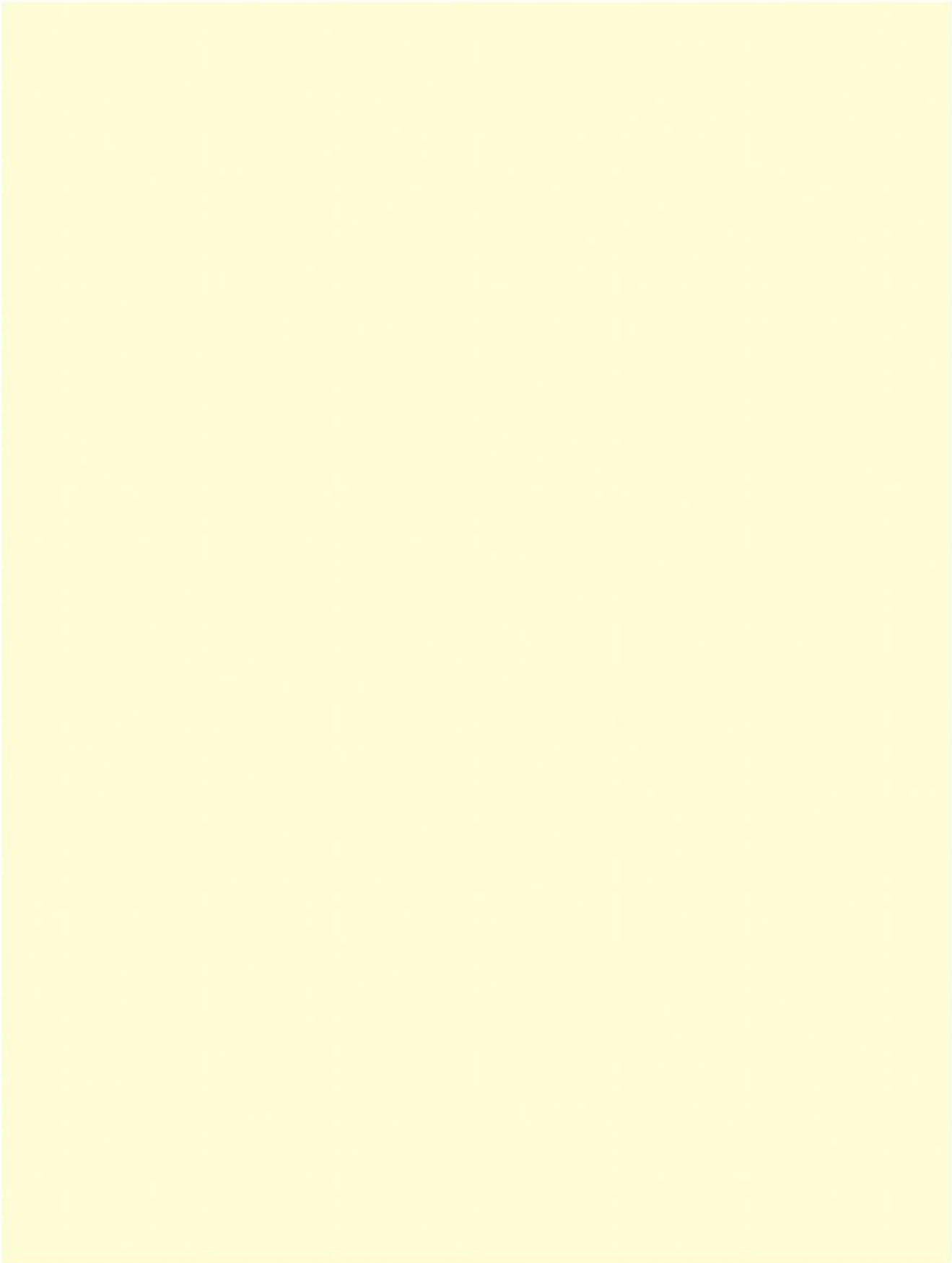
You may reorder the points. Remember to write in complete sentences.

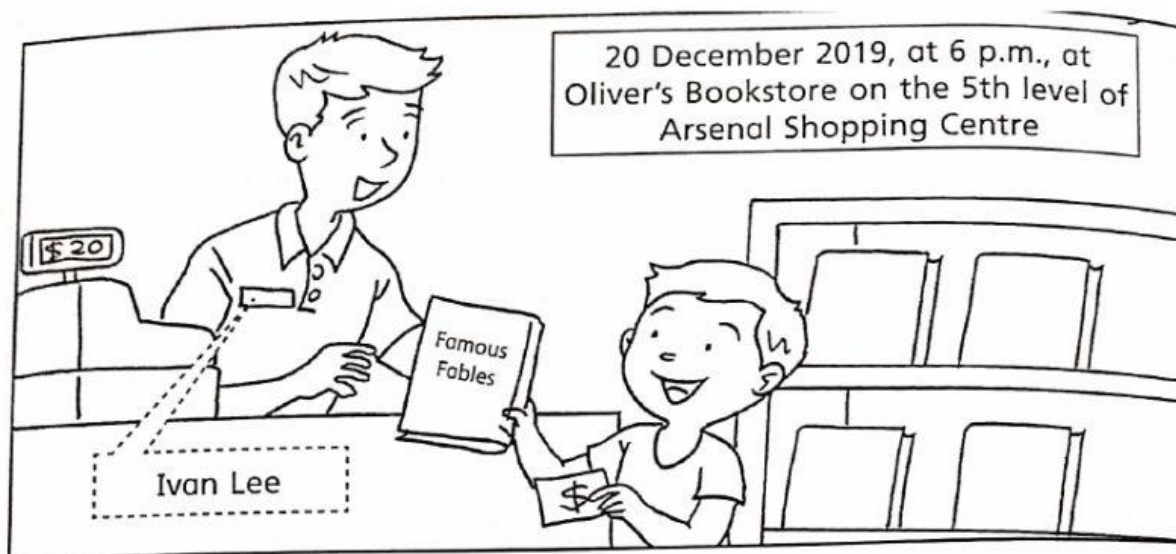
**Purpose:**

**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**

