

A Formal Introduction

Write a formal letter to introduce yourself to your new high school form tutor. Plan out your letter and write it up neatly to make the best first impression. Don't forget to:

- organise your points into detailed paragraphs;
- use formal sentence starters, such as 'I would like to express....'

Recipient address:

Your address:

Today's date:

Greeting: Dear _____

Introduction: Briefly explain why you are writing.

Give details about yourself and your family.

Discuss your interests and hobbies, providing detailed examples.

Explain what you are like as a student, giving examples of previous experiences.

Conclusion: Repeat your reasons for writing and say what you hope will happen next.

Close the letter:

Yours faithfully,
