

32 Glen Drive,
Glasgow
G41 3TH
2 / 2 / 02

*Address
and date*

*Begin with
Dear ...*

Dear Sir,

I am writing to express my anger at your proposal to build a new supermarket on a site near my home. I have several reasons for opposing your plan.

*Say why
you are
writing
(purpose)*

*Go into
more
detail*

Firstly, the land on which you plan to build is used by local children for playing on after school and at weekends. There is no other park or area nearby that they could use if the supermarket is built.

*Topic
sentence
to
introduce
new ideas*

In addition, I am very concerned about the amount of traffic that a new supermarket would bring to the area. Large amounts of traffic cause greater pollution and also make it more dangerous for the local children to cross the road safely. Moreover, the noise and disruption from this scale of vehicles would seriously disturb the peace and quiet of the neighbourhood.

*Organise in
paragraphs
to separate
ideas*

Finally, I am concerned that the supermarket may have a negative effect on the business of local, privately owned shops. I would be very upset if these shops could not compete with a large supermarket and have to close, therefore providing the customer with less choice.

To sum up, I am totally against this new proposal for the reasons mentioned. I hope you will respond to my concerns and I look forward to hearing from you soon.

*Round off,
perhaps by
returning to
PURPOSE
for writing*

Yours faithfully

Mrs L Browning

Finish off with 'Yours faithfully' or 'Yours truly' for a formal letter (Dear Sir/Madam - someone you don't know) - and all others 'Yours sincerely'