

Letters – Complaints – Comprehension

Activity: Read this letter of complaint and answer the questions below. Use full sentences in your answers.

24 Green Street
Saviletown
Dewsbury
WF12 2PR

20th February 2009

Dear Councillor Timms,

I am writing to complain about the crossing in front of Raven School.

Firstly, we have asked many times for the council to paint yellow lines on both sides of the road but it still hasn't been done. Secondly, the cars are still parking right up to the crossing. Thirdly, this is very dangerous for the children because they cannot see when a car is coming.

Please paint the yellow lines outside the school as soon as possible because we are afraid that there is going to be a terrible accident.

I look forward to hearing from you very soon.

Yours sincerely,



Fatima Masood
Chairperson of the Parent/Teacher Association Raven School.

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Activity: Comprehension

- 1) Who is the letter to?
- 2) Who is it from?
- 3) When was the letter written?
- 4) Why is the writer writing the letter? Circle the correct answer.
 - a) to invite
 - b) to give information
 - c) to complain
- 5) What is the name of the school?
- 6) How many things is the writer complaining about?
- 7) What is the writer afraid of?
- 8) Look at the second paragraph again. What does 'it' mean in line 2?
- 9) How does the writer close the letter?
Why?
- 10) Why does Fatima print her name clearly at the end of the letter?