

Writing a formal letter

09.05.24 To write a response to a formal letter.

I can identify features of a formal letter

I can write a response to a formal letter using the correct conventions.

Egyptology camp
East 1100
Thebes
Luxor
Egypt
of

5th November 1922

Lord G. Carnarvon
Highclere Castle
Wilton Road
Hampshire
England SO329JG

DEAR Lord Carnarvon,

I am writing to inform you about the recent discoveries made here at The valley of the kings.

Today the water boy dug out a step. He called me I followed him. He showed me the step. So me and my team dug out the step in total there was 12 steps. Then we followed the step there was a hidden doorway and there was a staff saying Tutankhamun. Can't wait to see what is through the doorway quickly come!
Over the next few days we hope to find out more.

How do we close a formal letter?

Yours Sincerely

M. H. Carter