

Letter from Mrs Cox (Oliver's Teacher) to Oliver's Parents

Write a letter from Oliver's teacher to his parents about the problems Oliver is having at school. You could mention his problems with reading, how slow he is at doing his work and the way he often forgets his school things.

How to write a formal letter:

- Write your address in the top right-hand corner of the page.
- The date appears under the writer's address.
- Use formal English. (Imagine how your teacher would sound writing a letter to your parents.)
- Start with "Dear Mr and Mrs Pilkington" and end with "Yours sincerely".
