

## Formal Letter Writing Sentence Stems by Function

1. opening a letter \_\_\_\_\_  
\_\_\_\_\_
2. closing a letter \_\_\_\_\_  
\_\_\_\_\_
3. giving good news \_\_\_\_\_
4. giving bad news \_\_\_\_\_  
\_\_\_\_\_
5. giving suggestions \_\_\_\_\_
6. complaining \_\_\_\_\_
7. sending something with the letter \_\_\_\_\_
8. requesting action \_\_\_\_\_
9. demanding action \_\_\_\_\_