Letter to the Farmers

West Foxwood Environmental Services

West Foxwood City Council

89, Little Twig Way

West Foxwood

Woodleshire

WD16 6FA

16th October 2020

Dear Messrs Boggis, Bunce and Bean

It has been brought to our attention that you have recently moved heavy machinery into the Fox Woods with intent to destroy the surrounding environment. This action is against all the rules of Environmental Protection and the use of Heavy machinery.

In accordance with council policy you have 48 hours from receipt of this letter to remove the heavy machinery and to vacate the woods. Failure to do so could result in a heavy fine and possibly a jail sentence.

Council inspectors will visit the site on Friday morning at 09:00 to ensure that the area has been cleared.

Should you have any queries or objection to this order, please do not hesitate to contact me directly.

Yours Sincerely

***Clara Robinson***

**Case Manager**

West Foxwood Environmental Services

c.robinson@westfoxwood.gov.uk

017993 684311

Task

You are one of the farmers. Here is a starting sentence you can use to reply to Ms Robinson.

**Dear Ms Robinson**

**Thank you for your concern and letter regarding our work in Fox Wood.**

Here are some things you could consider using in your reply.

* Explain why you are digging up the hill – there is a thief living in the hill who is stealing all you chickens and he is costing you a fortune.
* Think about the farmer you are;
* Are you a nice person or are you rude and nasty.
* Do you think you will right a polite letter back or a rude letter.
* Have fun writing a rude letter or a polite letter but be consistent. Here are a few ideas
* ‘Should mind their own business.’
* ‘Keep your nose out of things that do not concern you.’
* ‘That you’ll do what you want to get the fox.’
* ‘There is nothing you can do to stop me!’

**Top Tips**

**Use full sentences.**

**Write in the first person (I will…)**

**Use paragraphs (introduction, main points, final thoughts)**

**Use conjunctions to make interesting sentences (because, even though, as, and, as well as)**

**Use different ways to start each sentence.**

Word Bank

Unfortunately important Robber dangerous

Essential evil Concern nosey

Yours sincerely