**Template for a letter of complaint for the History Task**

name and address (eg.,to the person you are sending the letter to)

date

Dear Sir or Madam (or name)

**heading with relevant reference (of the person you are writing about or reason for the letter )**

Tell them why you are writing to them.

State facts of situation, including dates, names, (include details, for example if the situation is very complex and has a long history). Use appropriate historical terms.

State what you want to happen or expect to happen.

State that you look forward to hearing from them soon and that you appreciate their help.

Yours faithfully

Your signature

Your printed name (and title/position if applicable)

c.c. (plus names and organizations, if copying the letter to anyone)

enc. (if enclosing something, such as a photo or a birth certificate etc )