

Template for a letter of complaint (for the History

Task) Name _____

Name and address of the person you are writing to



Date



Salutation (Dear Sir/Madam/Mr/Mrs)



Re:

(Write here why you are writing this letter. This should be one simple sentence.) Eg. I am writing this letter to you because.....

(Write here the facts of the situation. Include dates, names, and a description of at least one part of the Stolen Generations person's life. Use appropriate historical terms.)

State what you want to happen or expect to happen (ie what are you asking for?)

Reference (Re:) the reason you are writing the letter

Yours faithfully (end a business style letter with this term) Remember to sign the letter but print your name too! Include the address for the sender – this could be an email address.

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