

Write a LETTER OF COMPLAINT following the structure learned this week.

Use the following facts to compose a rough draft and then word process your letter.

Write your letter to Ms McMahon complaining about something at school. (seating areas, lack of sports equipment, pick up arrangements, amount of homework, lack of holidays, tuckshop, more variety in the curriculum eg more sport, more art, more dancing or drama etc)

Remember to say what you wish to happen.

Ms McMahon's address is : Ms McMahon

Principal

St Bernard's School

1824 Logan Rd,

Upper Mt Gravatt 4122

Use the date of today- 12th May

You may decide to include some inclusions -enc (enclosure) and or to CC other people into the letter.

Good luck!!