

Y6 Letter Writing: Formal Example Text



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Sparkhouse Primary School,
Sellorswood Road,
Derby,
Derbyshire,
DE8 5LF

C.R.E.S.T. Recruitment Office,
PO Box 543,
New York,
USA

13th November 2016

Dear Agent Coulson,

I am writing to you to kindly offer my services as part of your C.R.E.S.T. team. Recently, I know things have been difficult for you with some of your agents having differences of opinions leading to some separation within your team. To strengthen your department, I would like to put myself forward as your organisation's newest member.

Firstly, I would like to discuss my physical qualities with you. As a ten-year-old girl, you may underestimate my strength and physical presence – you would be wrong to do so. Having won the prize of 'fastest girl' every year at our school sports day competition, my speed is one of my unquestionable strengths. In addition, my throwing abilities would definitely be another asset to C.R.E.S.T. I train weekly with a cricket team and my coach (Mr Slight) says that I am a born fielder. Once, the stumps were almost destroyed by my throwing power: they actually had a ball-shaped hole through the middle. Mr Slight certainly thinks that I could play for England Ladies when I'm older. However, I can think of another squad that could benefit from my abilities far more.

Whilst physical strength is important, any prestigious C.R.E.S.T. agent must also possess incredible intelligence. My mathematical abilities are excellent. Maths is an essential agent skill: it is the key to everything! In my mind, life is just one big mathematical equation after another. I'll let you into a secret - my miraculous throwing skills are all due to arithmetic. In order to make the perfect throw, I work out the following: the angle of the bounce; the speed of the ball; the strength of the wind and the point of release from my hand. It's a strike!

If I were to be an agent in the future, I have also thought through a secret identity to keep my loved ones safe and give me anonymity outside of the C.R.E.S.T. organisation. I would call myself Mathematics Master, for obvious reasons. Some people may think that mathematics is not an impressive quality; others, like myself, know what a truly invaluable skill maths can be. I am hoping that any potential enemies would underestimate me and my mathematical expertise, which would give me a definite advantage and allow me to skilfully defeat them.

In conclusion, I hope you can see that I would be a marvellous asset to your team. I would relish the opportunity to join you at C.R.E.S.T. I hope to discuss this further with you and I eagerly await a positive response.

Yours sincerely,

Charlotte Monroe
AKA Mathematics Master



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