

## Checklist

I have...

- Included address and date
- Included name of person writing to (salutation)
- Used formal language (I would like...)
- Talked about the problem
- Talked about where it happened
- Talked about where it happened
- Described how disgusting the food was and why it was
- Included lots of adjectives and similes
- Asked for a refund
- Finished off with a close and your name (Yours sincerely)