

Sample functional writing essay (from Preparatory Exam I)

Read the question and then the sample answer. Although you will likely not have the time under exam conditions to write a letter of this length, it is useful to note how the letter elaborates on each of the points given, the way these points are linked to each other, the flow of the letter and the polite and formal expressions and tone used throughout.

A series of strange occurrences have been taking place in your apartment block. Certain personal items belonging to you and your neighbours have gone missing in the past week.

As a concerned resident, you have decided to write a **letter** to The Manager of Aljunied Town Council. You are to highlight the problems encountered and request for more action to be taken. Your letter should cover the following points:

- Details of items lost
- How the loss took place
- The likely suspects
- Common corridor poorly lit
- Action to be taken

Your **letter** should be clearly expressed and polite in tone. You should also include any further information which you think would be helpful.

Goh Wei Ming John
Blk 216 Aljunied Street 21
#05-05
Singapore 623216

3 August 2007

The Manager
Aljunied Town Council
Aljunied Street 44
Singapore 621112

Dear Sir/Madam

Re: Loss of personal items from residents' homes

I am a resident staying at Blk 216 Aljunied Street 21. I am writing to you to highlight the occurrence of several incidents where personal items went missing from residents' apartments in my block.

Just three days ago I found that my wallet had disappeared from the drawer in my apartment where I live on my own. After sharing my experience with neighbours at a residents' gathering, I have since ascertained that I am not the only resident whose personal items went missing from his own home. For instance, Mr Chee Fong Seng

shared that his Palm Treo smartphone, which he was using just before he fell asleep in his bed, was missing when he woke up. Mrs Alethea Fernando found her pearl necklace missing from her own neck after waking up from a nap. In all the incidents, the victims had fallen asleep near the window in their apartment facing the common corridor.

From the residents' sharing of experiences, it is clear that the same modus operandi has been used and that we were the victims of the same perpetrator. We are concerned that more residents will fall victim to the same crime. We are of the opinion that the string of crimes could be committed so easily partly because of the poorly lit common corridors in the block. The dim lighting of these corridors allows the perpetrator to move stealthily past our apartments' windows undetected, shrouding any suspicious activity that he or she may engage in.

Although we do not yet have any evidence, we believe that the perpetrator might be a teenager who has been spotted loitering at the block just before midnight every day, often playing a PlayStation Portable or listening to his digital audio player. We find the actions of this teenager very suspicious, especially as we do not recognize him as being from our block nor the neighbouring blocks. This teenager is a lanky, bespectacled male Chinese who is always dressed in a jersey and loose-fitting trousers.

We hope that the Town Council can help us to address the problems we are facing. Firstly, we hope that brighter lighting can immediately be installed along the common corridors of our block to deter future crimes. Secondly, we hope that the Town Council will work with the Singapore Police Force to monitor our block for suspicious-looking characters, such as the teenager mentioned above. With the brighter lighting and increased police presence at our block, we are certain that the perpetrator will soon be caught or at least deterred from stealing from our homes again.

Thank you.

Yours faithfully

[sign]

Goh Wei Ming John