

5 Station Road
Fairy Tale Town
Wishington
WRS 4TX

The Deep Woods
Fairytale Town
Wishington

~~WRS~~ WRS 4PT

10th January 2018

Dear Mr B. Wolf,

I am writing on behalf of A.B Solicitors and Co.
It has been brought to my attention that you have committed
household damage to the properties of The Three Little Pigs.

I am informing you that trespassing is against the Law and
therefore it is illegal, it may also result in court charges.

Obviously annoyed, the vulnerable Three Little Pigs have
been traumatized and are now extremely terrified to leave
their current property. I am warning you not to have
contact with The Three Little Pigs. If you ^{sadly} ~~sadly~~ do not
listen and carry on interfering with our clients, I'll be forced
to take this matter further and see you in court.

Yours sincerely

Another example of how you can write a
formal letter

(ITP)

A. B solicitor