

LETTER

WRITE. EXPLAIN. REQUEST.

EXAMPLE TOPIC

REQUESTING
BETTER SCHOOL
FACILITIES

24 May 2025

The Headteacher
Riverside Secondary School
Riverside Road
Bristol
BS6 7XX

Dear Mr Ahmed,

Request for Improved Sports Facilities

I am writing to ask that the school considers investing in improved sports facilities for all students.

At present, the sports hall is often double-booked and the equipment is old and insufficient. This makes it difficult for many students to take part fully in PE and extra-curricular activities.

Upgrading the facilities would benefit student health, wellbeing and teamwork. It would also help the school encourage more active and positive lifestyles.

I would be grateful if you could look into this matter and consider it for the future development plan.

Yours sincerely,

A. Patel

Aisha Patel
Year 10

“A good letter is clear, polite and gets your message across.”

PURPOSE

REQUEST
EXPLAIN
INFORM

KEY FEATURES

ADDRESS

GREETING

PURPOSE

FORMAL TONE

SIGN OFF

TENSES USED

PRESENT TENSE

PAST TENSE

MODAL VERBS

DO

BE FORMAL

USE PARAGRAPHS

BE POLITE

CHECK SPELLING
AND GRAMMAR

DON'T

USE SLANG

USE SHORT FORMS

BE RUDE

FORGET
YOUR SIGN OFF

A CLEAR LETTER
GETS RESULTS.