

LETTER

★ **WRITE. EXPLAIN. REQUEST.**

EXAMPLE LETTER

12 Green Road
Bristol
BS1 4AB
20 May 2025

Dear Headteacher,



REASON



I am writing to ask about extending the library opening hours.



EXPLAIN



Many students need more time to study and complete homework.



EXAMPLES



Some finish late clubs.
Others travel far and arrive after 4 p.m.



REQUEST



Please consider opening until 6 p.m. on weekdays.



THANK YOU



Thank you for considering my suggestion.

Yours sincerely,

Alex Brown

Alex Brown



**CLEAR LETTERS
GET RESULTS!**



PURPOSE



**TO WRITE
TO INFORM,
EXPLAIN
OR REQUEST.**

KEY FEATURES



**YOUR
ADDRESS**



DATE



GREETING



**CLEAR
POINTS**



**POLITE
TONE**



SIGN OFF

TENSES USED



PRESENT SIMPLE



PAST SIMPLE



PRESENT PERFECT



FUTURE (WILL)



MODAL VERBS
(should, must, can)

DO



- ✓ Use formal language
- ✓ Organise clearly
- ✓ Be polite
- ✓ Check spelling and punctuation

DON'T



- ✗ Use slang
- ✗ Use short forms (e.g. don't)
- ✗ Make it too long
- ✗ Forget your purpose