

Writing a Formal Letter of Request

Learning objective: To write a formal letter using appropriate layout, tone, and persuasive language.

Follow the structure below to write a letter to the local council. You are asking for a new community garden to be built in your neighbourhood. Use formal language and ensure your points are clear.

Dear Members of the Council, I am writing to you today to propose an exciting new project for our local area.

Word bank: Furthermore · Consequently · In addition · I am writing to express my concern · I would be grateful if · Yours sincerely · On behalf of · Nevertheless

1. Introduction: State clearly why you are writing. Start with: 'I am writing to formally propose that...' (2 marks)

2. The Benefits: Explain how the garden will help the community. Start with: 'A community garden would be beneficial because...' (3 marks)

3. The Costs: Mention the budget or funding. Start with: 'Although the initial cost is estimated to be £500, I believe that...' (2 marks)

4. Call to Action: What do you want them to do next? Start with: 'I would be very grateful if you could consider...' (2 marks)

5. Sign-off: How do you finish a formal letter when you do not know the name of the recipient? Remember: 'Yours faithfully' or 'Yours sincerely'. (1 mark)

Extension challenge: Imagine Nova the owl wants to help with the garden. Write one extra paragraph explaining how the garden could provide a safe habitat for local wildlife, using at least two pieces of scientific vocabulary.