

A Letter from the Library: Drafting a Formal Request

Learning objective: To write a formal letter demonstrating an understanding of the structure, tone, and vocabulary required for persuasive communication.

Max the monkey has discovered that the local library needs new books, but he needs to write a formal letter to the Council to request funding. Use the formal language provided in the word bank to help Max draft his letter. You must include the sender's address, the date, the recipient's address, a formal greeting, the purpose of the letter, and a formal sign-off.

Word bank: Dear Sir/Madam · Yours faithfully · I am writing to formally request · Furthermore · In addition to this · I look forward to hearing from you · The library serves as a vital hub · Sincerely

1. Draft an opening paragraph for your letter. Explain why you are writing and justify why the library needs new resources. Use at least two pieces of formal vocabulary from the word bank. (3 marks)

2. Write a second paragraph describing the impact new books would have on the community. Use the phrase 'Furthermore' or 'In addition to this' to connect your ideas. (3 marks)

3. Max suggests that the library needs £450 for new science books and £325 for poetry books. Calculate the total cost and explain why this is a reasonable investment for the Council. (3 marks)

4. Compare and contrast: How would the tone of this letter change if you were writing to a friend instead of the Council? Why is a formal tone necessary here? (4 marks)

5. Justify your answer: If the Council has a limited budget, what could you add to your letter to persuade them that books are more important than other potential projects? (3 marks)

6. What might happen if your letter does not follow the correct formal layout? Explain the potential consequences on how the reader perceives your request. (2 marks)

Draw: Draw a blueprint of your 'Dream Library' that Max would be proud of, showing different sections for science, poetry, and adventure stories.



Extension challenge: Imagine you are a member of the Council. Write a short, formal reply to Max either accepting or declining his request, ensuring you provide a clear, professional reason for your decision.