

Formal Letter Writing Challenge: A Message from the Explorers

Learning objective: To use a formal tone and appropriate structure to write a persuasive letter to a local authority.

Imagine you are writing to the Town Council on behalf of Max the monkey. He wants to request a new community garden for the local park. Use formal language, clear paragraphs, and ensure you include the correct layout for a formal letter. Remember to address the recipient correctly and sign off with 'Yours faithfully' if you do not know their name.

Word bank: furthermore · consequently · sincerely · recommendation · provision · community · enhancement · sustainability · propose · inhabitants

1. Sender's and Recipient's Addresses: Write your address in the top right corner and the recipient's address on the left. Include the current date below the addresses. (2 marks)

2. Opening Salutation: Write an appropriate formal greeting. Explain why you are writing in the opening paragraph. What is the specific purpose of your letter? (2 marks)

3. The Argument: Provide two clear reasons why the community needs a garden. Justify why this is a valuable investment of public money (£). (4 marks)

4. Evidence and Impact: Explain why the current park facilities are insufficient. What might happen if the Council decides not to support this project? (3 marks)

5. Formal Closing: Use a persuasive closing sentence to summarise your request. Choose the correct formal sign-off. (2 marks)

6. Compare and Contrast: How does the tone of this formal letter differ from a letter you might write to a friend? Provide specific examples of vocabulary choices. (3 marks)

Extension challenge: Extension Task: Write a follow-up response from the perspective of the Town Council. Justify their decision using the budget constraints of £5,000 for the project. Explain why they might approve or decline your request, and offer an alternative suggestion to ensure the community remains vibrant.