A Formal Request from the Forest Committee

Learning objective: To identify the features of formal letter writing and infer the tone and purpose of a piece of correspondence.

Read the following formal letter from Max the monkey, then answer the questions below using evidence from the text.

Dear Mrs Higgins,

I am writing to you on behalf of the Oakwood Forest Committee to propose an exciting new project for our local park. As you know, our community is keen to encourage more physical activity for children. We have noticed that the current playground equipment is becoming quite worn, costing the council over £500 in maintenance repairs last year alone.

We would like to request funding for a new, robust climbing frame designed to challenge children aged 10-11. We have researched a local supplier who can provide the equipment for £2,400. This investment would not only provide a safe space for exercise but also reduce the need for constant, costly repairs. We believe this initiative aligns perfectly with the council's goal of improving public health.

I have attached a detailed breakdown of the costs and a safety report for your perusal. We would be delighted to discuss this proposal with you at the next council meeting. Thank you for your time and consideration regarding this matter.

Yours sincerely,

Max (Chair of the Oakwood Forest Committee)

Word bank: correspondence · formal · recipient · salutation · sincere · committee · proposal

1. How much did the council spend on maintenance repairs for the playground last year? (1 mark)

2. What is the specific goal of the new climbing frame according to the letter? (1 mark)

3. Why does Max feel it is important to include the cost of previous repairs in his letter? (2 marks)

4. What evidence is there that Max is well-prepared for his meeting with Mrs Higgins? (2 marks)

5. Do you think Max's letter is effective in its purpose? Justify your opinion using features of formal writing found in the text. (3 marks)

Draw: Draw a design for the new playground equipment Max is proposing, ensuring it looks sturdy and fun for 10-11 year olds.

Extension challenge: Write a short reply from Mrs Higgins, acting as the council representative, either accepting or declining the proposal using formal language.