Formal Letter Writing Template: A Message to the Council

Learning objective: To write a formal letter using appropriate layout, tone, and vocabulary, incorporating the passive voice and relative clauses.

Use this template to write a formal letter to your local council about a community project you would like to see, such as a new park bench, a wildflower meadow, or a community library. Remember to use formal language (no contractions like 'don't' or 'can't'), a clear structure, and a polite tone. Follow the prompts in each section to build your letter.

Word bank: Furthermore · Consequently · Community · Improvement · Sustainable · Proposal · Nevertheless · Consideration · Enhance · Initiative

1. Sender's Address and Date: Write your address in the top right corner and the date below it. (2 marks)

2. Recipient's Address and Salutation: Write the name and address of the council on the left, followed by a formal greeting (e.g., Dear Members of the Council). (2 marks)

3. The Opening: State the purpose of your letter clearly. Use a relative clause to describe the area or project you are writing about. (3 marks)

4. The Argument: Provide two clear reasons for your proposal. Use formal conjunctions and the passive voice (e.g., 'It is believed that...'). (4 marks)

5. The Conclusion: Summarise your request politely and state the action you would like the council to take. (2 marks)

6. The Sign-off: Write a formal sign-off (e.g., Yours faithfully if you don't know the name, or Yours sincerely if you do) and your name. (1 mark)

Extension challenge: Ask Kit the fox for help! Research one real-world community project in your local area and include a statistic or a fact about it in your second paragraph to strengthen your argument.