

WRITING FORMAL LETTER

Draft a letter to an organisation which could help you with a school project!
Follow the formal letter structure provided!

School Address

Date

Name of person to whom you are writing

Dear

PARAGRAPH 1
Explain why you are writing the letter

PARAGRAPH 2
List the kind of information which would be useful

PARAGRAPH 3
Thank the person for reading the letter and say you look forward to hearing from him or her

Your personal name and family name

Your sincerely,