

Write for a Reason

Study how a letter matches its audience and purpose.

CCSS.ELA-Literacy.W.6.4 "Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience. (Grade-specific expectations for writing types are defined in standards 1-3 above.)"

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the writer's request, circle two details that support it, and number the transition that begins the evidence paragraph.

A Request for Water

- ① Dear Principal Alvarez, Our school should add a water-bottle refill station near the gym. Students leave PE thirsty, and the nearest fountain is across the building. A refill station would give us cold, clean water quickly, so students could return to class ready to learn. I am writing to ask you to consider this change because it would help many students during every school day. It could also reduce the number of plastic bottles thrown away.
- ② First, the gym area is especially busy during lunch and after-school practices. Teams, clubs, and PE classes often use the space at the same time. When students cannot refill bottles nearby, some buy drinks in plastic containers or wait until they reach another hallway. A station with a sensor and a bottle counter could make refilling faster. The counter would show how many disposable bottles our school has avoided. This information would make the station's value easy to measure.
- ③ Please ask the facilities team to study possible locations and costs for a refill station. The wall outside the gym office may work because it is close to water pipes and easy for students to find. If the project is too expensive this year, we could begin with one station and track its use. Thank you for considering a practical way to keep students hydrated and reduce waste throughout the school day for all students.

2 ANSWER WITH EVIDENCE Use the passage

1 Who is the audience for this letter, and how does the opening show that the writer knows the audience?

2 What is the writer's main request?

3 How does the second paragraph develop the writer's request? Give two ways.

4 How does the final paragraph help organize the letter and fit its purpose?

3 YOUR TURN Your own words

Write a 90 to 120 word letter to your school librarian asking for one improvement to the library. Use three paragraphs: state your request and reason, develop it with details, then suggest a next step and close respectfully. Include at least one transition.

PART 1 • READ AND MARK

Underline the writer's request, circle two details that support it, and number the transition that begins the evidence paragraph. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Who is the audience for this letter, and how does the opening show that the writer knows the audience?	The audience is Principal Alvarez. The letter opens with "Dear Principal Alvarez" and uses respectful language.
2	What is the writer's main request?	The writer asks the principal to consider adding a water-bottle refill station near the gym.
3	How does the second paragraph develop the writer's request? Give two ways.	It explains that the gym area is busy and that students may have to buy plastic drinks or walk to another hallway. It also describes how a sensor and bottle counter could help.
4	How does the final paragraph help organize the letter and fit its purpose?	It gives practical next steps, suggests a possible location and a less costly option, then closes politely.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Ms. Chen, I am writing to ask for a small quiet study corner in the library. Some students need a calm place to read, finish homework, or prepare for tests during lunch. First, two tables near the back windows could be labeled for silent work. A simple sign would help students know that phone calls and group games belong in other areas. This change would let the library serve both groups and independent workers. Please consider trying the corner for one month and asking students for feedback. If it is useful, the library could keep it open each lunch. Thank you for considering this practical improvement.

Accept answers that accurately identify the letter's audience, purpose, organization, and supporting details. For the writing task, look for 90 to 120 words, three organized paragraphs, a clear request, relevant development, a practical closing, and a respectful style for the librarian.