

Letter With Purpose

Study the parts of a formal request letter.

ELA.K12.EE.5.1 "Use the accepted rules governing a specific format to create quality work."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline the date, greeting, closing, and signature. Number the three body paragraphs 1, 2, and 3 to show how the letter is organized.

A Letter to the Parks Department

- ① March 12, 2026 Dear Ms. Chen, Our school garden needs a rain barrel beside the tool shed. A barrel would collect water from the roof, so the garden club could water seedlings during dry weeks. I am writing to ask the Parks Department to donate one clean, covered barrel for our garden. This change would also help us save tap water.
- ② First, the barrel should have a screen over its opening. The screen keeps leaves and insects out while rainwater enters. Next, an adult should attach the barrel to a downspout and check that its lid stays secure. Garden club members can fill watering cans from the spigot, following an adult's safety directions when they work outside.
- ③ Thank you for considering this request. Our club will label the barrel, keep the area tidy, and report any problem to an adult. Please let me know if you need a photo of the garden or a list of supplies. I can be reached through my teacher, Mr. Ortiz. Sincerely, Jordan Lee Garden Club Member

2 ANSWER WITH EVIDENCE Use the passage

1 What part of the letter tells when it was written, and where is it placed?

2 Which sentence clearly states Jordan's main request?

3 How do the words First and Next help make the second paragraph clear?

4 What three features at the end make this a formal letter ending?

3 YOUR TURN Your own words

Write a formal request letter to your principal about a different school improvement idea. Include a date, greeting, three body paragraphs that state your request, give a reason, and explain a plan, then add a respectful closing, your full name, and your role.

PART 1 • READ AND MARK

Underline the date, greeting, closing, and signature. Number the three body paragraphs 1, 2, and 3 to show how the letter is organized. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	What part of the letter tells when it was written, and where is it placed?	The date, March 12, 2026, tells when it was written. It is placed at the top before the greeting.
2	Which sentence clearly states Jordan's main request?	I am writing to ask the Parks Department to donate one clean, covered barrel for our garden.
3	How do the words First and Next help make the second paragraph clear?	They show the order of the plan for setting up and using the rain barrel.
4	What three features at the end make this a formal letter ending?	It includes thanks, a way to contact the writer, and a closing with the writer's name and role.

PART 3 • YOUR TURN (SAMPLE ANSWER)

April 8, 2026 Dear Principal Rivera, I am writing to request a book swap shelf in the library. Students could place a book they have finished on the shelf and choose another book to read. First, the shelf could stand near the checkout desk, where an adult can see it. Student volunteers could sort the books each Friday and remove damaged items. Thank you for considering this idea. I can help make labels and explain the rules to classmates. Please contact me through my teacher if you would like more details. Sincerely, Avery Morgan Library Helper

Accept equivalent descriptions of formal letter parts and their purposes. For the open task, accept varied school improvement ideas if the letter includes all required format features and uses a clear, respectful tone.