

A Respectful Request

Study how a formal letter uses a respectful, persuasive tone.

7W1.f "Maintain a style and tone appropriate to the writing task."

NAME _____

DATE _____

1 READ AND MARK _____ Read it twice

YOUR JOB Underline three words or phrases that make the letter sound respectful and formal. Then number each sentence that gives a reason the principal should approve the request.

Letter About a Bike Rack

- ① Dear Principal Alvarez, I am writing to recommend that our school install a covered bike rack near the main entrance. Each morning, students who ride bicycles must leave them in the open rack beside the field. When rain soaks seats and handlebars, some riders arrive to class uncomfortable and distracted. A covered rack would show that the school values students who choose an active way to travel. I respectfully ask you to consider this practical improvement during planning for next year.
- ② First, a covered rack could protect bicycles from rain and direct sun. Water can cause metal parts to corrode over time, while strong sunlight can damage plastic and rubber. In addition, a roofed rack may encourage more students to bike because they would know their bicycles could stay dry during the school day. This change would support healthier travel choices for families without requiring extra classroom time or changing bus routes. It would use space already set aside for bicycles.
- ③ Although the project would cost money, the school could begin with a small shelter over the existing rack instead of building a new structure. The facilities team could compare prices and choose a durable option that fits the budget. I would be grateful if you would discuss this proposal with staff and students. Thank you for considering a change that could make the school day more comfortable for bicycle riders throughout the year. Sincerely, Jordan Lee

2 ANSWER WITH EVIDENCE _____ Use the passage

1 Which two words or phrases in paragraph 1 make the request sound respectful? Quote them.

2 Paragraph 2 begins with "First" and later uses "In addition." How do these phrases fit the style of a formal proposal?

3 The writer mentions the project's cost and then suggests a small shelter. How does this choice affect the letter's tone?

4 How does the writer keep the final request from sounding like a demand? Quote one phrase from paragraph 3.

3 YOUR TURN _____ Your own words

Write a five-sentence email to your librarian requesting one new seating choice for the library. Use a greeting and polite closing, state your request, give two reasons, and keep a respectful formal tone.

PART 1 • READ AND MARK

Underline three words or phrases that make the letter sound respectful and formal. Then number each sentence that gives a reason the principal should approve the request. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	Which two words or phrases in paragraph 1 make the request sound respectful? Quote them.	Accept two phrases such as “I respectfully ask” and “consider this practical improvement.”
2	Paragraph 2 begins with “First” and later uses “In addition.” How do these phrases fit the style of a formal proposal?	They organize the writer's reasons clearly and make the proposal sound thoughtful and professional.
3	The writer mentions the project's cost and then suggests a small shelter. How does this choice affect the letter's tone?	It makes the tone reasonable and respectful because the writer recognizes a concern and offers a practical solution.
4	How does the writer keep the final request from sounding like a demand? Quote one phrase from paragraph 3.	The writer uses polite wording, such as “I would be grateful if you would discuss this proposal” or “Thank you for considering.”

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Ms. Chen, I am writing to request two floor cushions for the library reading corner. They would give students a comfortable place to read independently. They could also help students who focus better when they have a choice of seating. Please consider adding this affordable option when the library purchases supplies. Thank you for your time and consideration.

Accept quoted phrases and explanations that accurately identify the letter's formal, respectful, and reasonable tone. For the open response, accept different seating requests when the student includes five complete sentences, two relevant reasons, and polite language suited to a librarian.