

## Example Of a Formal Letter

235 Westbury Lane,  
Arnold,  
Nottingham,  
NG5 3AT

Sunnyside School,  
Arnold,  
Nottingham,  
NG5 7PA

28th November 2016

Dear School Councillors,

I am writing to you because I have some excellent suggestions about how to improve break times. I know as a school council you are always keen on developing new ways to improve school and listen to the children of Sunnyside, so here are my class's top three ideas to make break times better.

Most importantly, we feel there should be more sports equipment available on our playground to promote a healthy, active lifestyle in Sunnyside students. Each and every day, we could fill our precious minutes of inactive time with increased physical activity. Information from health officials advises that children should have at least thirty minutes of exercise a day to increase their fitness levels and help tackle the obesity crisis in children. Surely, you cannot disagree that it is the school's duty to provide us with the equipment to encourage us to get moving. We have discussed this as a class and have decided the most desirable pieces of new equipment would be new footballs, space hoppers and skipping ropes. Please don't disappoint us.

In addition to our equipment request, another popular suggestion was to have a snack bar available at break times. We all know that our bodies and brains work best when they have sufficient food to fuel them. Unfortunately, some children will have missed having a healthy, nutritious breakfast at home before arriving at school. A snack bar could offer them a much needed mid-morning snack. In an ideal world, the snack bar would provide a range of healthy snacks such as crunchy carrots sticks with hummus dip, small boxes of dried fruits and nuts, fresh fruit and healthy cereal bars. I believe it would make a big difference to our pupils' learning.

Our final suggestion is to have a special book box out on the yard. Whilst many children are excited about the prospect of a more active break time, I am certain that some would rather have a more educational break that involves reading books. As my teacher says, reading is like exercise for the brain and many children would thoroughly enjoy having this dedicated time to explore new worlds through extra reading. I am sure that you would agree that this could be a very worthwhile way to spend some of your budget.

In conclusion, I would like to thank you for taking the time to read this letter and I hope you consider my suggestions carefully. I look forward to hearing whether some of our suggested changes can be put into action. I really hope to see some positive changes being made to improve students' break times.

Yours sincerely,

Kieran Blyth,  
Class 4G