

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

BBC Bitesize

[Relevant Department]  
[BBC Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "BBC Bitesize Team"],

Subject: Inquiry Regarding BBC Bitesize Content

I hope this message finds you well. My name is [Your Name], and I am [a student/a parent/an educator/etc.]. I am writing to inquire about [specific information or assistance needed regarding BBC Bitesize content].

[Provide a brief explanation of your inquiry, detailing any specific questions or topics you would like addressed.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]