

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

BBC Bitesize

[Recipient Name or Department, if known]
[BBC Address]
[City, State, Zip Code]

Dear [Recipient Name or "Sir/Madam"],

I am writing to request information regarding [specific topic or inquiry about BBC Bitesize]. I am particularly interested in [details about what information you need, why you need it, and any specific questions you have].

[Provide any relevant background or context that may help in processing your request].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]