

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[School/Organization Address]

[City, Postcode]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to respond to [specific topic or question related to GCSEs].

[Paragraph 1: Briefly introduce the purpose of your response and provide any necessary background information.]

[Paragraph 2: Address the key points or concerns raised in the initial correspondence. Provide your perspective or any relevant information.]

[Paragraph 3: Suggest any solutions, if applicable, or express your willingness to discuss this matter further.]

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

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]