

****Template 1: Formal Letter to a Principal****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Request for Additional Library Resources

I hope this letter finds you in good health. I am writing to request the addition of more resources to our school library, specifically books related to [specific subject] that would greatly benefit our academic progress.

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

Sincerely,

[Your Name]

[Your Class/Grade]

****Template 2: Informal Letter to a Friend****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you're doing well! I wanted to tell you about the recent field trip we had to [mention place]. It was an amazing experience filled with learning and fun.

Can't wait to catch up soon!

Best,

[Your Name]

****Template 3: Letter to a Local Official****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Official's Name]

[Official's Position]

[Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Official's Name],

Subject: Request for Community Cleanup Initiative

I am writing to propose a community cleanup initiative in our area. Many residents, including students, are eager to contribute to making our environment cleaner and more inviting.

I hope to collaborate with you on this important project.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Class/Grade]

****Template 4: Thank You Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my heartfelt thanks for [specific reason, e.g., your help with the science project]. Your support made a significant difference, and I truly appreciate it.

Thank you once again!

Warm regards,

[Your Name]