

**\*\*Template Example 1: Request for Library Books\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
The Librarian  
[School/Local Library Name]  
[Library Address]  
[City, State, Zip Code]  
Dear [Librarian's Name],  
I hope this letter finds you well. I am [Your Name], a student of [Your Class/Grade] at [Your School Name]. I am writing to request the latest books on [specific topic or genre] for our school project. These books will greatly assist us in enhancing our knowledge and research skills. If possible, could you please reserve a few copies for us?  
Thank you for your assistance.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]

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**\*\*Template Example 2: Invitation to a School Event\*\***

[Your Name]  
[Your Class/Grade]  
[Your School Name]  
[Date]  
[Recipient's Name]  
[Recipient's Class/Grade]  
[Recipient's School Name]  
Dear [Recipient's Name],  
You are cordially invited to attend our [Event Name, e.g., Annual Sports Day] on [Date] at [Time]. The event will be held at [Venue/Location]. Join us for a day filled with fun, excitement, and friendly competition. We would be delighted to see you there!  
Please RSVP by [RSVP Date] to confirm your attendance.  
Best regards,  
[Your Name]

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**\*\*Template Example 3: Complaint About School Facilities\*\***

[Your Name]  
[Your Class/Grade]  
[Your School Name]  
[Date]  
The Principal  
[School Name]  
[School Address]  
Dear [Principal's Name],  
I am writing to bring to your attention some concerns regarding the condition of our school's facilities. The [specific facility, e.g., playground, library, etc.] is in urgent need of repair and improvement for the safety and well-being of all students.

We believe that addressing these issues will enhance our learning environment significantly. I hope you will consider this matter seriously.

Thank you for your attention to this important issue.

Sincerely,  
[Your Name]