

A formal letter

- Draft a letter to an organisation persuading them to reopen madrasah.

Your
address

Date

Name of
person to
whom you are
writing

Paragraph 1
Explain why
you are
writing.

Paragraph 2
List the kind
of information
which would
be useful.

Paragraph 3
Thank the
person for
reading the
letter and say
that you look
forward to
hearing from
him or her.

Your personal
name and
family name

Dear _____

Yours sincerely