

Writing a formal persuasive letter

Write a letter to your school principal explaining a problem students are facing (e.g., overcrowded classrooms, lack of shade in the playground, noisy cafeteria, etc.) and suggesting possible solutions.

Your Address

Date

Principal's Name

School Name

Greeting

Dear Sir/Madam,

Paragraph 1: Purpose

- State the issue clearly.
- Explain why you are writing.

Paragraph 2: Details

- Give examples or explain how the issue affects students.

Paragraph 3: Suggestions

- Provide one or two practical solutions.

Closing

- Thank the principal for reading your letter.
- End politely.

Sign-off

Yours sincerely,

Your Name

Your Class

12 November 2025
Amman International School

The Principal
Amman International School

Dear Sir/Madam,

I am writing to bring your attention to an issue that many students in Grade 7 have been experiencing. Recently, our classrooms have become very crowded, and this makes it difficult for us to concentrate during lessons.

During English and Science lessons especially, students struggle to move around the room or work in groups. Sometimes the noise level increases because the space is too small for the number of students. This affects our learning and makes group work less effective.

I kindly suggest that the school consider adding extra desks in empty rooms or dividing large classes into smaller groups. This would help us learn more comfortably and perform better in our studies.

Thank you for taking the time to read my letter. I hope my suggestions will be taken into consideration.

Yours sincerely,
Adham Jresat
Grade 7

Sample Letter

25 November 2025
Al-Madina Street
Amman

The Mayor
Amman Municipality
Amman

Dear Sir,

I am writing to inform you about a problem that many residents in our neighbourhood are facing. The streets around Al-Madina Street have several deep potholes, and this has made the road unsafe for cars, bicycles, and pedestrians.

In the evenings, the problem becomes worse because the streetlights in the area are very weak. Many people have complained about tripping on uneven ground or having difficulty driving at night. Students walking home after school are especially at risk.

I would like to kindly suggest that the municipality repair the damaged road and install brighter, energy-efficient streetlights. These improvements would make our neighbourhood safer and more comfortable for everyone.

Thank you for your time and attention to this matter. I hope the issue will be solved soon.

Yours faithfully,
Adham Jresat
Concerned Resident

Tips for Writing a Good Formal Letter

<ol style="list-style-type: none">1. Use formal language<ul style="list-style-type: none">– No slang, emojis, or casual expressions.– Use polite phrases like “<i>I would like to inform you...</i>” or “<i>I kindly request...</i>”.2. Follow the correct layout<ul style="list-style-type: none">– Your address and date– Receiver’s address– Greeting– Body paragraphs– Closing and signature3. Start with a clear purpose<ul style="list-style-type: none">– State why you are writing in the first paragraph.– Example: “<i>I am writing to bring your attention to...</i>”4. Stay polite and respectful<ul style="list-style-type: none">– Even if you are complaining, your tone should be calm and respectful.5. Organise ideas into short paragraphs<ul style="list-style-type: none">– Paragraph 1: Purpose– Paragraph 2: Details– Paragraph 3: Solutions or requests6. Give specific details<ul style="list-style-type: none">– Explain the problem clearly.– Add examples, times, or places if needed.	<ol style="list-style-type: none">7. Offer realistic solutions<ul style="list-style-type: none">– Suggest improvements, not demands.– Use phrases like “<i>I suggest that...</i>” or “<i>It would be helpful if...</i>”8. Use linking words<ul style="list-style-type: none">– <i>Firstly, secondly, furthermore, however, in addition.</i>9. Check grammar and punctuation<ul style="list-style-type: none">– Correct capital letters, commas, and full stops.– Avoid long, confusing sentences.10. End politely<ul style="list-style-type: none">– Thank the reader and end with “<i>Yours sincerely,</i>” (if you know their name)“<i>Yours faithfully,</i>” (if you don’t know their name)11. Keep it clear and concise<ul style="list-style-type: none">– Don’t repeat ideas.– Stay focused on the main issue.12. Sign your name neatly<ul style="list-style-type: none">– Write your full name and class or role
--	---

Prompt 1: School Issue

Your school library has become overcrowded and noisy during break times. Many students find it difficult to study or read quietly.

Write a formal letter to your school principal explaining the problem and suggesting ways to improve the library environment.

Teacher's Notes

Prompt 2: Community Issue

The playground in your neighbourhood has broken swings, damaged benches, and a lot of litter. This makes it unsafe for younger children.

Write a formal letter to your local mayor describing the situation and recommending solutions to make the playground safe and clean again.

Teacher's Notes