

# FORMAL LETTER

Go to the link on liveworsheets and write your own formal letter to Ms. Carolina Correa, the principal of the school explaining the steps to play a sport or hobby you want to include in the school.

Apartment 17  
Beauty hills  
Bogotá, D.C.

Date:

Cl. 219 # 50-30  
Bogotá, Colombia  
110111

Recipient's address

Greeting

Body:

My name is [REDACTED]. I am in third grade. And I want to explain the steps about how to practice my favorite sport. So, the school could include it in our school.

Closing and farewell

Name or signature