



A. Identify the elements in the letter format.

address – date – closing – greeting – body

21 Smith Street
Happytown, 90210

June 1, 2023

The Lord Mayor
1 Main Street
Happytown, 90210

Dear Mayor,

I believe we should get a new playground in Happytown so all the kids can have something new to play on especially the older kids.

As a nine-year-old I feel the playgrounds we have now are not spacious enough and that they don't have enough equipment for the older kids.

At the playground we need swings, slides, monkey bars, flying fox, mini trampolines, tunnels, spider web, and the playground all those things would be great.

If it is a huge playground it will bring more people to town. So Happytown will be a lot busier.

I hope to hear from you soon.

Yours sincerely,

Ingrid



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