

Composition 3: Letter of Request



Composition Skills

I. Read the following pairs of sentences and phrases. One is more formal and may be used for formal letters, while the other is informal and may only be used in personal letters. Write *F* for *formal* or *I* for *informal*.

1. ____ Dear John,
 ____ Dear Mr. Robertson,
2. ____ Love,
 ____ Sincerely,
3. ____ Thank you for your assistance.
 ____ Thanks a lot for helping me.
4. ____ I'd really like some more information on loans.
 ____ Please send me information on student loans.
5. ____ I am eager to further my education at your school.
 ____ I think it would be awesome to go to your school.
6. ____ Could you send me an application?
 ____ I am writing to request an application
7. ____ Please inform me of your deadline for applications.
 ____ Tell me your deadline for applications.
8. ____ I understand that you offer job placement services.
 ____ Somebody told me that you find jobs for people.

9. _____ Every little bit helps!
_____ Your help would be greatly appreciated.

10. _____ Sincerely,

Tim Jung

Tim Jung

_____ Your buddy,

Tim

II. Examples and details

Providing strong examples and details makes all writing better. Write a further example or detail for the following statements. The first one has been done for you.

1. I am a very hard worker.

Right now, I am working ten hours a day, six days a week.

2. I am an excellent student.

3. Your university offers many wonderful opportunities.

4. The product you sent me does not work.

5. The letter you sent me stated that I did not pay my water bill, but I have paid it.

6. Your restaurant does not provide good service.

7. The clothes I sent to your dry cleaning business were ruined.

Get Ready to Write

I. Formal letters are usually very brief and direct. The basic format is:

Paragraph 1: two to three sentences about why you are writing this letter

Paragraph 2: details and / or examples about your reasons for writing

Paragraph 3: formal closing

If you are writing about a problematic situation, use this format:

Paragraph 1: two to three sentences about why you are writing this letter

Paragraph 2: details and / or examples of the problem

Paragraph 3: details and examples of how you want this problem to be solved

Paragraph 4: formal closing

II. Brainstorming

1. Make a list of all the reasons to write to a school or university.

2. Make a list of all the reasons to complain to a restaurant.

3. Make a list of companies you would like to work for.

Write It

- I. Choose one of the situations from *Get Ready to Write* section and write a letter. When you finish, exchange your letter with a classmate. Read his / her letter and write a response letter.
- II. Use the space below to plan your assignment and then write the first draft in your notebook. Finally, write the final draft to give to your instructor.

