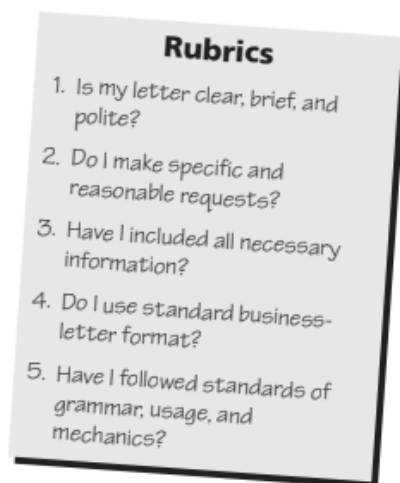


## **Persuasive – Business: Request Letter Topics**

Consider reasons why we would need these changes and why others might disagree with you. What reasons would you offer them for why your idea is a good change?

### **School / Community**

- Request more recess or break time during the school day.
- Request a different variety of lunch choices.
- Request a special Tier 0 or AR reward.
- Request an activity for field day.
- Request different books for the library
- Request a new activity for Catholic Schools Week.
- Request a new activity for family groups.
- Request a change in uniform policy.
- Request a change in school hours without taking away total hours during the week.
- Request a change in snack policy.
- Request different kinds of sports options.
- Request different electives or after school club options.
- See me for approval of a legitimate request of your own.



## Business Letter Sample

Body (1-3 Paragraphs)

1234 Any Street *(Your street address)*  
Hometown, OH 45764 *(City, State ZIP)*  
July 12, 2007 *(Current Date)*

Ms. Sandra Garcia *(Name of recipient)*  
Any Company *(Business/Institution name, if applicable)*  
5678 Not Here Avenue *(Street Address)*  
Another Town, NY 10012 *(City, State ZIP)*

Dear Ms. Garcia: *(Notice the use of a colon after the greeting)*

Introductory Paragraph: Use this paragraph to explain your purpose for writing. This paragraph should probably include three or four sentences.

Second Paragraph: Notice the spacing and lack of indentations in this format. This modern business letter style is called *block format*. Use single-spacing for paragraphs, and leave an extra space between paragraphs. This second paragraph can include supporting details or additional information about why you are writing. A length of 3-5 sentences is a good guide for a second paragraph.

Concluding Paragraph: Summarize your earlier statements. Provide any additional contact information. Thank the recipient for his or her time. Two to three sentences is a good length for a concluding paragraph.

Sincerely, *(Other possible closings include Respectfully or Truly Yours)*

*(Leave 3-4 spaces so you have room to sign your name)*

Any Student *(Type your name)*