

Requesting Information

(Formal Letter)

Making the Reading- Writing Connection

1. Read the formal letter from beginning to end.
2. Then, read the letter again. Pay attention to the highlighted words.
3. The highlighted words focus on what the author of the letter considered when writing different parts of the letter.
4. There are notes in the left margin to help you think about making your words work when you write a formal letter.

Letter



Making your words work



Heading includes the return address and the date.

The salutation is polite.

Introduction tells who is writing and why. Gets to the point.

The body of the letter is organized into paragraphs.

Is specific and gets to the point.

Requesting Information

St. John's School
380 Saint-Michel
St. Jean-sur-Richelieu
Quebec, Canada
H9R 2P6

November 27, 2006

Dear Sir or Madam:

My name is Alexandre. I am a cycle two student at St. John's School in Quebec, Canada. My class is studying different jobs and we have a project to do on what jobs we would be interested in, in the future. I am writing to you because my mother is a member of the World Wildlife Foundation. I was wondering what kind of jobs you have where people work to help with things in the environment? I would be especially interested in working with animals in the forest or animals that are injured. Also, I was wondering if I need to go to university for these types of jobs. What kind of things would I have to study?

Making your words work



The language is more formal than you would use with a friend.

Last paragraph acts as a conclusion.

The person is politely thanked for any help.

The closing is formal.

Signature

I hope you have time to answer my questions and maybe send me some information about the types of jobs I am interested in.

Thank you for helping me with my project. You can write back to me at St. John's School.

Sincerely,

Alexandre
Alexandre



Letter

Writing Sample

Sample

Writing

re