

Recognising Formal and Informal Writing

Use the formal phrases below in a letter to your local MP, Mr Bennet, asking him to improve your local park.



Local MP
Mr Bennet

council funding

waste is strewn

repairs are required

children's amusement

vision for the park

support for this endeavour

make use of the facilities

investment is needed

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Dear Mr Bennet,

I am writing to you to ask you to please use some of the council funding to improve our local park.

Currently, the park has no litter bin, so waste is strewn around the park. Broken glass is a danger to all those who wish to make use of the facilities.

The seat on the swing is cracked and therefore unsafe for toddlers. Generally, the equipment provided for children's amusement is worn down and not fit for purpose. Repairs are urgently required.

Our vision is for the park to be clean, safe and enjoyable for everyone. For this to occur, bins need to be provided and investment is needed for new equipment.

I am certain that there will be much community support for this endeavour and we hope you will consider our proposal.

Yours sincerely,

Amelia Lockheart