

RESOURCE 4: PERSUASIVE LETTER TEMPLATE

YEARS
3-4



Date: _____

Your Name: _____

School Address: _____

Title and Name of the person you are sending your letter to:

Dear _____

I believe that

State what it is you think your community needs and why you think the council should fund this.

There are many reasons to support my argument, and these include

Provide a summary of why this community service is needed by the community

The first reason is

Explain the first reason why this service is needed. Provide evidence or examples to support this reason.

The second reason is

Explain the second reason why this service is needed. Provide evidence or examples to support this reason.

Another reason is

Explain the third reason why this service is needed. Provide evidence or examples to support this reason.

Finally, in conclusion

Strongly repeat what you believe with a summary of the reasons why the service is needed and why it should be funded by council.

Thank you for taking the time to read my letter and consider my request.

Yours faithfully,

Your signature: _____

