

Mr Jee
St Margarets Primary School
Arundel Road
Angmering,
BN16 4LP

Dear Mr Jee,

I hope you don't mind me writing to you about a possible trip for Y5 to the zoo.

Firstly, everyone agrees that you are the kindest head teacher that this school has ever had and I feel that you would do everything in your power to ensure that St Margarets is an enjoyable place to learn.

I am sure that you have noticed that Y5 have worked exceptionally hard this year and produced some outstanding work, particularly in literacy. However, they are all now tired and really need something to give them a boost until the end of term. A trip to the zoo would be the perfect solution!

Furthermore, when we returned to school, we would have so much to write about in our English work.

Finally, I know that if you agreed to this, I would feel as delighted as the winner of the lottery. A trip to the zoo would be the most sparkling, special and spectacular day of my whole life!

I am certain that you would love to give your pupils an extra reward for working so hard this term. Therefore, please agree to our request. We would remember it forever!

Thank you very much for reading my letter.

Yours sincerely,

Plan for a persuasive letter

Introduce what you want to say <i>Eg</i> <i>I hope you don't mind me writing to you about a possible trip for Y5 to the zoo</i>	
Flattery <i>Eg</i> <i>Everyone agrees that you are the kindest head teacher that this school has ever had and that you do everything in your power to ensure that St Margarets is an enjoyable place to learn.</i>	
Explain your reasons <i>Eg</i> <i>I am sure that you have noticed that Y5 have worked exceptionally hard this year and produced some outstanding work, particularly in literacy. However, they are all now tired and really need something to give them a boost until the end of term. A trip to the zoo would be the perfect solution!</i>	
Extra bonus reason <i>In addition, when we returned to school, we would have so much to write about!</i>	
Emotions - use them! <i>I know that you agreed to this, I would feel as delighted as the winner of the lottery.</i>	
Exaggeration using WOW words <i>A trip to the zoo would be the most sparkling, special and spectacular day of my whole life.</i>	
Questions <i>Eg:</i> <i>To finish: would you love to give your pupils an extra reward for working so hard this term?</i>	
Short sentences <i>Then please agree to our request. We would remember it forever!</i>	
Concluding sentences <i>Eg</i> <i>Thank you for reading my letter.</i> <i>Yours sincerely,</i>	