



## A Student Tool for Webquests

### How to Write a Friendly, Request Letter

Here are a few practical tip[s from <http://www.writinghelp-central.com/> that you may find helpful:

1. **Keep it short and to the point.** Letters involving business (personal or corporate) should be concise, factual, and focused. Try to never exceed one page or you will be in risk of losing your reader. A typical letter page will hold 350 to 450 words.
2. **Focus on the recipient's needs.** While writing the letter, focus on the information requirements of your audience, the intended addressee. If you can, in your "mind's eye" imagine the intended recipient seated across a desk while you are explaining the subject of the letter. What essential information does that person need to know through this communication? Begin your letter by summarizing your request in the first sentence.
3. **Use simple and appropriate language.** Your letter should use simple straightforward language, for clarity and precision. Use short sentences and don't let paragraphs exceed three or four sentences.
4. **Re-read and revise it.** Do a first draft of the letter, and then carefully review and revise it. Put yourself in the place of the addressee. Imagine yourself receiving the letter. How would you react to it? Would it answer all of your questions? Does it deal with all of the key issues? Are the language and tone appropriate? Sometimes reading it out loud to one's self, can be helpful. When you actually "hear" the words it is easy to tell if it "sounds" right, or not.
5. **Check spelling and grammar.** A letter is a direct reflection of the person sending it, and by extension, the organization that person works for. When the final content of the letter is settled, make sure that you run it through a spelling and grammar checker. Sending a letter with obvious spelling and grammar mistakes looks sloppy and unprofessional.

In a request letter, sent to a person or organization, you should state your request in the first sentence. You should explain who you are and why you writing to them in the first paragraph.

In the body of the letter, you should:

- explain exactly what you are asking them to do
- include background information or web links for them to retrieve more information
- explain how this will help to promote the health of young people or help you with your project
- briefly describe the project that you are doing
- include your teachers name and school
- give the school address and telephone number for future contact. Do not use your personal telephone or home address.
- Thank then for their consideration of your request