

Mrs Head Teacher
Greenfield Junior School
Green Lane
Fieldtown

Dear Mrs Head Teacher

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

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 Greenfield School 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 Alton Towers would be the perfect solution!

In addition, when we returned to school, we would have so much to write about for our next topic, "Theme Parks of England".

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

To finish: would you love to give your pupils an extra reward for working so hard this term? Then 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 Alton Towers.</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 Greenfield 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 Alton Towers 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 for our next topic "Theme Parks of Britain".</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 Alton Towers 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>	