

Formal Letter Writing TOPICS



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- ☐ A complaint letter to a teacher or principal about a school issue.
- ☐ A request letter to ask for a recommendation letter from a teacher or mentor.
- ☐ A letter to a local representative or official about a community issue.
- ☐ A letter to a university or college to request information or admission.
- ☐ A Letter of inquiry to a company or organization regarding job or internship opportunities.
- ☐ A letter to a school board or district regarding a policy or funding issue.
- ☐ A letter to a news or media outlet regarding a social issue or event.
- ☐ Writing a letter of appreciation to a teacher or mentor.
- ☐ A letter to HR regarding Application for a job
- ☐ A letter to Request for a salary increase
- ☐ A Letter to a landlord giving notice of intent to vacate a rental property
- ☐ A letter to Request for an appointment with a doctor
- ☐ Letter to principal to grant sick leave