

Example Text: Letter to the Editor

25th July 2014

The Editor
The Northern Tralee Times
1 Righton Street
Tralee North
SA 5322

Class 2B
Tralee Public School
Tralee North
SA 5322

Dear Sir/Madam,

Our class would like to tell your readers about our special fundraising day.

Next Saturday, the 29th July, 2B and our buddies in 4/5P are holding a cupcake sale outside Tralee Public School. We are doing this to raise money to buy new sporting equipment for the school.

At the moment, we do not have enough balls, bats and hoops for everyone to use. Some students just have to stand around in the playground and wait for their turn, and we are worried that kids are getting bored and turned off sport.

Most of our class get their mums and dads to drive them to school and we think it is really important that we have the chance to do some fun exercise at school. It is much healthier too. But we need enough equipment so that everyone can join in.

So everyone is invited to buy some of our delicious cupcakes this weekend. We would love to see you there!

Yours faithfully,
2B