

# THE SAMPLE OF A REQUEST LETTER

**(Your address)**

**72 A Sovetskaya Street**

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**Secondary School**

**Tuma, 391001**

**4-02-51**

**(The receiver's address)**

**December 5, 2012**

**Mr (Victor) Lazarev**

**Head of Administration**

**112 Lenina Street**

**Tuma, 391001**

**(Вступительное обращение)**

Dear Mr Lazarev, (:)

**(Основной текст письма)**

I'm writing on behalf of teenagers who live in our town. Many young people have a great desire to be healthy and to keep fit but our school fitness club is very poor and has no enough sports facilities.

**I am inquiring if there is any possibility of obtaining some financial assistance from you to buy necessary equipment.**

**I do think it would be better for youth of our town to go in for sports than to walk in the streets in the evenings and drink alcohol and smoke.**

**(Заключительная формула  
вежливости)**

Please let us know about your decision whatever it is. We would be glad to help and to take part in construction works if needed.

Faithfully yours,

**(Подпись)**

Denis Sharpin

# RESOURCES:

Т.О. Догаева «Вводный курс делового письма»;изд-ство «Дрофа»