

THE SAMPLE OF A REQUEST LETTER

(Your address)

72 A Sovetskaya Street

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 Shapkin

RESOURCES:

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