

# LETTERS are great fun to write

Sample formal letter requesting material for use with New Zealand Post Letters Unit, Pages 4-5 starters&strategies, Term 4, 2006.

New Zealand Post



Omori School  
180 Omori Road  
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Turangi 3381

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27 November 2006

Ms Glenda Marks  
General Manager  
Holidays Abroad Ltd  
22 Tongariro Street  
Taupo 3330

Dear Ms Marks

We would be very grateful if you would be able to send our class a selection of travel brochures about Queensland Australia.

Our class is researching tourist attractions of Queensland as a social sciences project. We know that these brochures would be very helpful as part of our presentation to parents and other classes at the school.

Thank you for considering our request. We are happy to pay for any postage and have enclosed a stamped addressed envelope.

Yours sincerely,

*Emma Gosling*

Emma Gosling (Room 5)