

Opposing the closure of the neighbourhood library

Writing · B2 · Formal Letter · 120–160 words

Writing Task

Assessment Criteria

Content	The letter clearly opposes the library closure, supplies detailed reasons with personal examples, and requests a specific action from the council.
Register & Clarity of Request	Maintains a consistently formal register with no contractions and states the request in a polite, precise manner.
Organisation	Follows the standard formal letter structure with greeting, purpose paragraph, reasons paragraph and request paragraph, ending with an appropriate closing.
Language	Uses a range of B2-level vocabulary and structures including complex sentences, with generally accurate grammar, spelling and punctuation.

Model Answer

Dear Sir or Madam,

I am writing to oppose the planned closure of our neighbourhood library. The council has announced this decision due to budget cuts, but I believe it would have a negative impact on the local community. Many people depend on this facility for access to books and study space.

For example, I visit the library several times a week to borrow books and use the quiet areas for my studies. It also serves as an important meeting place for older residents who may not have internet at home. Closing it would limit educational opportunities for young people and reduce community engagement.

Therefore, I request that the council reconsider this proposal and look for alternative ways to reduce costs. I would be grateful if you could provide more information about the plans and consider keeping the library open. Perhaps the community could help with fundraising events to support its future.

Yours faithfully,
Alex Morgan

(156 words)