

Opposing the closure of the neighbourhood library

Writing · B2 · Formal Letter · 120–160 words

NAME: _____ CLASS: _____ DATE: _____ SCORE: _____

Writing Task

Write your answer in 120–160 words in an appropriate style.

The local council has announced plans to close the neighbourhood library at the end of the year because of budget cuts. You are a regular user of the library for studying and borrowing books. Write a letter to the head of the council's library services to oppose the closure and request that the decision be reversed.

Useful Language

Greeting:

Dear Sir or Madam,

Stating the purpose:

I am writing to express my opposition to ...

The purpose of this letter is to oppose ...

Giving reasons:

This library is essential because ...

Many residents, including myself, use it for ...

Closing it would mean that ...

Requesting action:

I urge you to reconsider ...

I would be grateful if you could ...

Please look for alternative solutions such as ...

Closing:

Yours faithfully,

Planning

- ☐ Decide on the greeting, using 'Dear Sir or Madam' since the reader's name is unknown.
- ☐ Note one clear sentence stating the purpose of opposing the planned closure.
- ☐ List two reasons against closing the library, including one personal example of how you use it.
- ☐ Decide on the specific action you want the council to take, such as reversing the decision.
- ☐ Choose the correct formal closing for an unknown recipient.