FORMAL

IMPORTANT: School playgrounds deteriorating quality begins violating safety standards

Dear Councillor Ben,

I have written this letter to you as an expression of my concern over the neglected playground. As it is increasingly forgotten, it begins to lose the care and affection it was once shown. This has led to the provided equipment to rust and become much more unstable over time, undermining the safety of students who inhabit the barren wasteland in their (Previously) highly anticipated break. What was once a way to escape from the expectations of society and school has become a 40 minute prison trip, with unfiltered air, polluted grounds and destroyed equipment.

There have been many incidents linked directly to the playground’s corrosion. It is targeting people of all ages, that of kindergartener Timmy tripping on a leftover banana peel and landing his head on the hard metal surface of the balance beam hard to year 6 Abigail who was sitting on the swings. Unfortunately, her weight was too much to handle, and the chains snapped before she even fully sat down. It is important to note that all of these occurred because of the lack of care that has been provided to the playground. If we had bothered to clean the playground, that leftover banana peel would NOT have crushed Timmy, and if we had higher quality equipment, the swings wouldn’t just snap at the sight of a regular person trying to take a seat.

Apart from equipment and hygiene, temperature is another huge issue. Before, our playground was home to a numerous number of trees that provided great sources of shade for students to relax in. Now, many of the trees are rotting without water, beginning to lose their shady leaves and creating huge piles of roasted sticks in their place. This leaves students with no way to stay cool under the unforgiving sun. Our school cannot even supply us with sunscreen to help reduce the levels of heat and in summer days, this can lead to records of up to 54 degrees a day. As far as I know, we need a way to stay hydrated. There have been confirmed sightings of the more affected side of people (Such as those diagnosed with diabetes) to faint or pass out as a result of lack of hydration.

I hope you have read this document, and I wish for immediate action to be taken.

Regards, Bill

INFORMAL

Subject: Possible alliance? Enhance the lives of young minds by upgrading our playground!

Dear, Mr. Swedish

I’m sure you’ve heard of our school. After all, it is one of the only schools in the local area! It is situated downtown, 3 streets north and 2 streets east from your Supermarket. Unfortunately, our school playground has been fried harder than your cooking aisle in summer days and has equipment a lot rustier than the ones you sell. We are hoping that if we form a partnership with you, you could possibly donate us a reasonable sum of money and resources to help turn our playground around.

Of course, we know that it is only fair for everyone to get something out of the alliance. If you decided to partner with us in this extraordinary opportunity, you could:

-Attract the attention of the numerous children and families who use the playground in and out of school hours, being seen as a kind and generous team.

-Extract good popularity from the circumstance, as it has been confirmed that our local news broadcasters would like to cover this situation.

-Possibly rename the park to name a of your choosing and…

-Gain overall profit in economy as though the investment will be high, your kind deeds will be known throughout the city getting more people to come to your supermarket and buy your products.

The investment that we require is a tough amount. We believe we can transform the rusty, scraped of paint playground back to its former glory, a colourful, painted and properly equipped wonderland with all the requirements a student could need to play, relax and socialize with a steep $23000. If you believe this is a high amount, you could save at least $3000 as to our student scouts possibly choosing to buy resources from your shop. We know that it IS one of the best around!  
I hope you have read this letter and are pondering about the countless benefits you could gain from this partnership. It is an exclusive opportunity that likely will not appear again in your company’s lifespan so please, partner with us!

Yours, Bill Huang, student representative of the council.