



Formal Letter Writing Topics

- A complaint letter to a teacher or principal about a school issue.
- A request letter to ask for a recommendation letter from a teacher or mentor.
- A letter to a local representative or official about a community issue.
- A letter to a university or college to request information or admission.
- A Letter of inquiry to a company or organization regarding job or internship opportunities.
- A letter to a school board or district regarding a policy or funding issue.
- A letter to a news or media outlet regarding a social issue or event.
- Writing a letter of appreciation to a teacher or mentor.
- A letter to HR regarding Application for a job
- A letter to Request for a salary increase
- A Letter to a landlord giving notice of intent to vacate a rental property
- A letter to Request for an appointment with a doctor
- Letter to principal to grant sick leave



Formal Letter Writing Topics

- Request for a recommendation letter from a former employer
- Letter to a company requesting a product sample
- Letter to a customer apologizing for a mistake
- Request for a review of a performance appraisal
- Request for a leave of absence from work
- Letter of resignation from a volunteer position
- Application for an internship
- Cover letter for a job application
- Letter to a professor requesting an extension on an assignment
- Letter to a restaurant complaining about poor service
- Request for a copy of a transcript from a school
- Suggesting a new school program or activity
- A letter to the principal requesting permission to organize a school event
- A letter to the school board requesting a change in the curriculum
- A letter to the school administration requesting an extension on a deadline



Formal Letter Writing Topics

- A letter to the school counselor seeking advice on personal issues
- A letter to the teacher thanking them for their support and guidance
- A letter to the school administration requesting financial assistance for a student's education
- A letter to the school administration regarding a concern over the quality of education being provided.
- Complaint letter about a teacher or school policy
- Request for a recommendation letter from a teacher or guidance counselor
- Letter to the principal expressing concerns about school safety
- Letter to the school administration requesting better resources for students with disabilities
- Invitation letter to a school event, such as a fundraiser or talent show
- Letter to the school board requesting more funding for extracurricular activities
- Letter to the school administration requesting a change in school start times
- Complaint letter about school transportation services.