Your school’s name

Your school’s address

Date

**Dear insert the name of the person you are writing to**

**Paragraph 1: about your school**

At school name we think it’s really important to take care of the environment. For example, we

Insert details about a few eco-friendly activities at your school. If you have an Eco-Schools award you could mention that, but keep this section short so you can get on to your request quickly.

**Paragraph 2: your request**

We are writing to ask for your support in making our school even more eco-friendly. Our plan is

Insert information about why you want to start composting / compost more and what sort of composting equipment you would like. This section is really important, so think carefully about the language you use.

We hope that you can help us by

Explain clearly what you are asking for e.g., money to buy the equipment, or a donation of equipment.

**Paragraph 3: conclusion**

Pupils and parents in our school would be very grateful for your support because

Explain how pupils will benefit from the new equipment. If you are asking for a donation of equipment from a local business, it might be appropriate to offer to put a ‘thank you’ message in your parents’ newsletter, or on the school website.

We look forward to hearing from you soon.

Yours sincerely

Your name