

Functional Skills English | Level 2 Letter Templated/Structured Writing Frame

Information

Every year people can apply to Career Grants for funding to help develop their careers.

The most deserving person will receive £5,000. This can be used to pay for courses, equipment, visits or other expenses.

To apply, write a letter to Laura Mensah, Career Grants, 1 New Road, Hanton HN1 7BU.

Writing Task

Write a letter to Laura Mensah to apply for the funding.

In your letter, you should:

- describe what you are doing now and your career ambitions
- explain in detail how you would use the money
- persuade Laura Mensah that you deserve the funding.

You should aim to write about 250 to 300 words.

(21 marks)

Response

Your Address

Their Address

Date

Polite opening greeting / salutation

Introductory Paragraph:

- Why you are writing

Describe what you are doing now and your career ambitions

Explain in detail how you would use the money

Explain in why you deserve the funding

Concluding paragraph

Closing salutation

Conclusion

