

Formal Letter of Invitation

Writing Sample

Stanbury County Council
17 Union Street
Stanbury
SB1 7EF

Stanbury Primary School
Edge Road
Stanbury
SB1 9SF

Monday 30th January 2016

Dear Mr Mayor,

My name is Martha Stewart, and I am in Class 5P at Stanbury Primary School. I am writing to ask if you would be able to come and open our amazing vegetable patch and school garden, on Tuesday 22nd March at 2pm?

We have been working hard on this area for the last two years and now produce many different crops, which are used in our school dinners. Each class has to look after one section of the vegetable patch and we voted to decide what each class would like to grow; our class chose potatoes. Our head teacher, Mr Barratt, organised a school sunflower growing competition and our class came first. We have also planted hundreds of daffodil bulbs ready for spring.

I really enjoy spending time in our garden because I think that it is peaceful place and a wonderful experience to see things growing.

After the opening, we would like to invite you to a special celebration tea party with our school councillors and school gardener of the year, voted for by the pupils. We really hope you will be able to join us.

Yours faithfully,

Martha Stewart

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Monday 30th January 2016

Dear Mr Mayor,

My name is Martha Stewart, and I am in Class 5P at Stanbury Primary School. I am writing on behalf of my school to ask if you would be able to come and officially open our amazing vegetable patch and school garden, on Tuesday 22nd March at 2pm?

This area has been in development for the last two years and has involved lots of hard work! We are currently producing a variety of different crops including Brussels sprouts, cabbage and cauliflower, all of which are harvested then used in our school dinners. Each class is responsible for maintaining an area of the vegetable patch and a vote took place to decide what each class would like to grow; our class chose potatoes. Last year, Key Stage 2 raised money to buy benches so that we can sit quietly, chat or read in the garden. We have also planted hundreds of daffodil bulbs ready for spring, some classes grew herbs too. Our head teacher, Mr Barratt, organised a school sunflower growing competition and our class came first, it was really fun!

I really enjoy spending time in our school garden and vegetable patch because I think that it is peaceful place and fantastic to see things growing as the year goes on. I particularly like to sit near the lavender because it smells beautiful.

Gardening at school has inspired me to start my own vegetable patch at home. I grow potatoes, peas and onions and I would really like to begin growing fruit such as tomatoes and strawberries.

After the grand opening, we would like to invite you to a special celebration tea party with our school councillors and school gardener of the year, voted for by the pupils. We really hope you will be able to join us.

Yours faithfully,

Martha Stewart

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