Write a Formal Letter

For this assignment you will think about a problem you have noticed in Taiwan and an idea for how to fix it. Then, you will write a properly formatted formal letter to President Tsai about the problem and your idea. Your letter should:

- be written to President Tsai as if she were going to read it (which she will)
- Should be at least four paragraphs long (introduction, the issue, your solution, closing paragraph)
- be polite and respectful
- be about a serious problem that will help the country
- be drafted first in your journal and then...
- typed as your final draft

Brainstorm some information you might want to put in your letter below.

What are some things you will tell the person about yourself in your introduction paragraph?

1. my name

2. I'm a student

3. I live in Taipei, Taiwan

4.

5.

6.

Write down 5 problems in Taiwan that you have noticed and your ideas for fixing them.

1.

2.

3.

4.

5.

Now, choose one problem from above and write some details about it including why you want it fixed. Is there anything you need to know about the problem? You have to do some research.

1.

2.

3.

4.

5.

6.

Formal Letter Basics

There are five parts of every business letter:

HEADING: where you put your address and the date.
INSIDE ADDRESS: where you put the name and address of the company you are writing to.
GREETING: where you put the greeting and the name of the person you are writing too
BODY: where you write your message.
SIGNATURE: where you sign your first name and family name and also type it underneath.

A SAMPLE LETTER TO GUIDE YOU

(The letter should be in the center of page, from top to bottom)

HEADING
3F, No. 96-98, Xinyi Rd., Sec. 4. *(street address or postal box number)*
Taipei, Taiwan 106 *(city/town name comma state/province/country if no provinces, postal code)*
January 23, 2026 *(month day comma year)*
(skip a line)

INSIDE ADDRESS
President Lai Ching-te *(Write the name of the person you are writing to here)*
Office of the President *(name of company or institution the person belongs to)*
No. 122, Sec. 1, Chongqing S. Rd., Zhongzheng District *(street address or postal box number)*
Taipei, Taiwan 100006 *(city/town name, state/province/country if no provinces, postal code)*
(country, if you are mailing it outside of Taiwan)
(skip a line)

GREETING
Dear President Lai: *(or "Dear Sir or Madam," if you don't know their name)*
(skip a line)

BODY
My name is Jason Brunken. I am an educator and a father of two who has lived and worked in Taipei for 15 years. I am writing to you today....
(Your Body should be several paragraphs, skip a line between paragraphs)

Thank you for taking the time to read my letter, President Lai. I hope you will consider my ideas, and I look forward to seeing progress on this issue soon.
(Skip a line)

Sincerely, (*you should close with something polite not informal like "Your pal," or "Love,")*


(sign your name)

Mr. Jason Brunken *(type/print your name)*

Jason Brunken ***(Your full name, Chinese or English name is ok)***
3F, No. 96-98, Xin-Yi Rd., Sec. 4 ***(This is your street address)***
Taipei, Taiwan 106 ***(Your city, province, and postal code)***
January 23, 2026 ***(The date you are writing the letter)***

(If you know the name of the person you are writing to, put it here.)
President Lai Ching-te ***(The title and full name of the Mayor)***
Office of the President ***(The name of his office where he works)***
No. 122, Sec. 1, Chongqing S. Rd. ***(The City Hall's street address)***
Taipei, Taiwan 100006 ***(City, province, and postal code and country)***

Dear President Lai: ***(In the body of your business letter you do not need to indent, but you must skip a line after each paragraph.)***

First paragraph: *Introduce yourself and the reason why you are writing. Tell who you are and any* ***important*** *background information. Share details related to the problem you want to discuss. Tell him that you are writing about a problem you would like fixed in the city.*

Middle paragraphs: *After your introduction, you say what you want to say. You are free to say anything you want, but remember to be polite, even if what you want to say is not very nice. You should introduce the problem you would like the president to fix. You should explain why it is a problem and persuade him to take action. You should also give some ideas for solutions.* ***Remember to start a new paragraph for new topics.*** You should have at least two paragraphs here.

Last paragraph: *This is your closing. You want to thank the president for his time and for reading your letter. You also want to ask the mayor again to consider your request or complaint, take action, and you should ask for a reply.*

Sincerely,

(Leave space here to sign your name in pen. This shows it was you who wrote it.)

Jason Brunken ***(Print your name here neatly)***

Remember!

1. ***Always use polite language.***
2. ***Use proper English, no slang and try not to use contractions.***
3. ***Use formal tone. You are speaking to an adult and a professional. Put your best writing forward.***

Happy Kids
3F, No. 96-98, Xinyi Rd., Sec. 4
Taipei, Taiwan 106
December 23, 2016

President Tsai Ing-wen
The Office of the President, Republic of China (Taiwan)
No. 122, ChungKing S. Rd., Sec. 1
Taipei, Taiwan 100

Dear President Tsai:

My name is Twinkle Chou. I live in Taipei, Taiwan. I a student in Fuhsing Elementary School. I am twelve years old, which is a sixth grade student. There are four members in my family. I have a sister in high school. I am writing to you today to share with you a concern I have about the education in Taiwan. I hope you can take a few minutes to read my letter and consider what I have to say.

My sister and I get up at seven o'clock, and we'll get to school at seven-twenty every morning. Most of the students in Taiwan get up early to go to school. When we get up early in the morning, sometimes we can't concentrate in our classes. Lots of students in Taiwan have after school classes. When we get home, we need to finish our homework. After that work, we must review for our school work and tests. But there's not enough time for us. Sometimes, high school students need to stay up late for reviewing, but they still need to get up early for school the next day. When they are staying up late and getting up early for school, they can't concentrate in classes. They may also fail the tests in the morning. There are also lots of subjects and tests for students in Taiwan. Some parents and teachers think points on test show you are smart, that you are good at school work. But I think tests can just show we are good at memorizing things. They show nothing true about us.

While I'm not an expert, and I don't actually know how to fix the problem, I have some advice here. I think you can change the time that students get to school from seven-twenty to nine-thirty. We will have the same amount of class time but just make the time students get to school later. For tests, you could talk to schools and discuss to put more activities that can make us think, not just make us have tests all the time. For example, interesting math questions that aren't in our textbook would be a good way to let us think. It also isn't too boring for us.

Thank you very much for your time. I hope you can consider my advice. I look forward to your reply and seeing you continue work hard to make Taiwan a better place.

Sincerely,

Twinkle Chou

Happy Kids
3F, No. 96-98, Xinyi Rd., Sec. 4
Taipei, Taiwan 106
December 22, 2016

President Tsai Ing-wen
The Office of the President, Republic of China (Taiwan)
No. 122, ChungKing S. Rd., Sec. 1
Taipei, Taiwan 100

Dear President Tsai:

My name is Joshua Kuan. I'm a student in Fuhsing Elementary School. I was born in Kaohsiung, but now, I'm living in Taipei. I have a small family: dad, mom, little sister, and me. I am writing to you because I wish we can solve the problem of pollution in Taiwan. I hope you can take a few minutes to read my letter and consider what I say.

Taiwan is an island that is full of amazing creatures and natural resources, but humans have destroyed them. People are wasting resources, making garbage, and using disposable utensils that can't be recycled. Some people get money by killing animals, so Taiwan's animals are disappearing. Fortunately, park rangers protect the rare animals, so some survive. The more garbage we make, the more burned garbage we have. The more burned garbage we have, the worse air pollution we have. Air pollution is very harmful to our body, it's dangerous to breathe. So the pollution problem in Taiwan is very important.

While I'm just a 6th grader, not an expert, I think I can offer some suggestions. I wish the government can gather people to clean the beaches, save animals, make speeches to share how important recycling is, and so on. We can make better habits in our lives. For example, we can turn off the lights every time we go out of a room. We can also use reusable utensils instead of disposable ones. Protect special animals, making Taiwan, and even the Earth, full of life!

Thank you very much for your time. I hope you can consider the things I talked about. I look forward to seeing you continue to work hard to make Taiwan a better place for everyone.

Sincerely

Joshua Kuan