



Name: _____

March 28, 2026

Dear Principal Miller,

I am writing to you because the third grade students would like to ask for ten more minutes of recess every day. We love learning and working hard in our classrooms, but we believe that a little bit of extra time outside would actually help us do even better in our schoolwork.

One reason we should have more recess is that it helps us focus. After we run and play, our brains feel fresh and ready to learn. When we come back inside, it is much easier for us to sit still and listen to our teachers during math and reading.

Another important reason is exercise. It is very healthy for kids to stay active during the day. Extra recess gives us more time to play tag, jump rope, and get our hearts pumping so we stay strong and healthy.

Finally, being on the playground helps us learn how to be better friends. We have to practice taking turns and solving problems together while we play. This helps us work better in groups when we are back at our desks.

We know that every minute of the school day is important. We promise to work extra hard on our lessons if we can have just a little more time to play. Thank you for reading my letter and for being such a great leader for our school.

Sincerely,

Alex Wilson

1. What is the main reason Alex wrote this letter to the principal?

- a) To ask for a longer lunch break
- b) To invite the principal to a class party
- c) To persuade the principal to give more recess
- d) To talk about the new playground equipment

2. Based on the letter, how does recess help students when they go back inside?

- a) It makes them want to go home early
- b) It helps their brains feel fresh so they can focus
- c) It gives them time to finish their homework
- d) It makes them too tired to talk in class

3. What does Alex say happens on the playground that helps students be better friends?

- a) They learn to share snacks and toys
- b) They learn to play video games together
- c) They learn to sit quietly in the grass
- d) They practice taking turns and solving problems

4. What promise does Alex make at the end of the letter?

- a) To work extra hard on schoolwork
- b) To clean up the playground every day
- c) To never be late for class again
- d) To help the teachers with their grading

Sentence Starters

Introduction: Stating the Goal

I am writing to you because...

I believe that our school should...

In my opinion, it would be a great idea to...

Have you ever thought about how much better school would be if...?

Body Paragraphs: Giving Reasons

One important reason is...

Another reason why this is a good idea is...

Research shows that students who...

In addition to that, it would help us...

Furthermore, this change would allow us to...

Addressing the Other Side: Showing You Understand

I know that we have a lot of work to do, but...

While I understand that school time is short, I think...

Some people might say that this takes away from learning, however...

Conclusion: Making a Promise and Closing

If we can do this, I promise that...

Thank you for taking the time to consider my request.

I look forward to hearing what you think about this idea.

Thank you for being such a wonderful principal!

1. Which sentence starter is best for the very beginning of the letter?

- a) I believe that our school should have a longer lunch.
- b) Furthermore, this change would help us focus.
- c) In addition to that, we will work harder.
- d) Thank you for being a wonderful principal.

2. If you want to add a second reason to your letter, which phrase should you use?

- a) I am writing to you because...
- b) Another reason why this is a good idea is...
- c) Sincerely, your student.
- d) Dear Principal Smith.

3. Which sentence helps show the principal that you understand their concerns?

- a) One important reason is exercise.
- b) I look forward to hearing from you.
- c) While I understand that school time is short, I think...
- d) Research shows that students need to play.

4. What is the best way to end a persuasive letter?

- a) I know that we have a lot of work to do.
- b) Have you ever thought about this?
- c) One reason is that we need to run.
- d) Thank you for taking the time to consider my request.