John Smith

 123 Long Road

 Rainham

 Kent

 ME8 0BX

Mr Platt

2nd Floor Ridgeway House,

Oxford,

OX1 5EU

 Tuesday 9th March 2019

Dear Mr Platt,

I am writing to complain about the condition of the playground. Over the last two weeks, I have noticed a great deal of litter.

It is my opinion that this litter is a health hazard. For example, yesterday a boy (in year 4) fell over and cut his hand on a broken bottle. The boy in question needed four stitches.

I believe that there are a number of procedures which you could put in place to rectify this problem. Firstly, it may be possible for you to purchase additional litterbins. This would help prevent people discarding their litter recklessly.

 In addition, I think that our school requires more adequate security in order to prevent vandals littering.

Thank you for taking the time to read my letter. I hope you will take my concerns seriously and I look forward to your reply.

Yours Faithfully,

John Smith