25 Botley Road

 Oxford

 Oxfordshire OX 2

 31st March 2013

Oxford City Council

140 High Street City Centre

Oxford OX 1 4DN

Dear Sir or Madam,

I am writing to complain about the city council’s plans to build a multi-storey car park near Botley Park. There are several reasons why the group ‘Save Botley Park’ is against this plan.

First of all we think that Oxford does not need another multi-storey car park. There are two others in Bridge Lane and Hunters Hall Road. A new car park would also ruin Oxford’s beautiful city center.

Secondly, the park is an important meeting place for young people in Oxford. A lot of my friends and I go to Botley Park every day. We spend most of our free time playing football or basketball or just sit under one of the park’s big trees and relax. If the car park is built, we will not know where to go. The children will not be able to play there any more.

This is why we will not accept the plans for a car park in Botley Park. We want to inform you that the group ‘Save Botley Park’ is going to take action and start a signature campaign against the car park. We hope that the city council will consider its plans.

Yours faithfully,

 Sandra Bullock

 Your address

 today’s date

NMS Kalsdorf

Fritz Matznerweg 5

8401 Kalsdorf

Dear Mr. Lenz,

I am writing to ask you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. There are several reasons why \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

First of all \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Secondly, the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an important \_\_\_\_\_\_\_\_\_\_\_\_ . A lot of my

friends and I go to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_every day. We spend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we will not know

\_\_\_\_\_\_\_\_\_\_\_\_\_. The children will not be able to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_any more.

This is why we want you to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We promise to

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We hope that you will consider your decision.

Yours sincerely,

 Your name