

A Request Letter with Its Evidence

Build a clear, bounded administrative request without hiding uncertainty

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How to use this guide

People preparing ordinary service or administrative requests who need a readable chronology and attachment packet.

An original practical workbook following a fictional course-record discrepancy. Build an evidence register, revise an accusatory draft, preserve an ambiguous date and assemble a recipient-specific request with an answer key.

- Separate observed record values from interpretations.
- Build a short chronology and traceable attachment register.
- Write a specific review request that preserves unresolved facts.
- Record the exact prepared or submitted version and next action.

Scope and limitations

- All people, organizations and records are fictional; no real request is sent.
- Not legal advice, an official form, a filing-deadline guide or a guarantee of correction.
- Actual recipient instructions and disclosure requirements must be checked separately.

Published by KitForma. Edition 1.0. Sources checked 1 October 2026. People and businesses in worked examples are fictional. This is an independent publication, not endorsed by the platforms mentioned.

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01

Choose one decision for one recipient

An administrative request becomes difficult when the writer asks the reader to discover both the problem and the desired action. Begin by writing the decision you want the recipient to make. In this workbook, the fictional learner Anika Vale asks Northbridge Workshop to check the completion date shown in her course record for NW-204. She is not asking for compensation, a new qualification or an exception to an attendance rule. That boundary gives the letter a manageable purpose. A useful first sentence identifies the record and asks for a specific review; the rest of the dossier helps the recipient perform that review without guessing which document matters.

A dossier is simply a small organized group of supporting material. It need not be elaborate or impressive. Here it contains a chronology, an attachment register, a short request and a record of what was sent. The fictional records deliberately disagree. An attendance note places Anika at the workshop on 21 September 2026. A portal extract displays completion on 14 September. A confirmation message mentions the later session. These are reasons to ask for a review, not reasons to accuse someone of altering a record. The responsible office may have information the writer has not seen. Build a packet that makes it easy to identify that missing information.

Choose a recipient by function before polishing the salutation. The person who teaches a course may not maintain completion records. A public feedback address may not accept attachments. Check the organization's own current instructions for the relevant service; record the page and the date you checked it. If there is a required form, follow that route instead of

assuming an elegant letter replaces it. In this exercise the recipient and process are fictional, so nothing is actually submitted. In your own use, verify authority, deadlines and required identity information with the recipient rather than borrowing the fictional dates or treating this workbook as procedural advice.

Apply this chapter

Identify the one decision requested in the Northbridge case.

Sources and tools

[S1] Digital.gov plain language guide series

<https://digital.gov/guides/plain-language/>

Checked: 2026-10-01

[S2] Microsoft Support: Make Word documents accessible

<https://support.microsoft.com/en-us/accessibility/word/make-your-word-documents-accessible-to-people-with-disabilities>

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Letter builder

Optional drafting aid; it does not determine official eligibility or recipient requirements.

<https://kitforma.com/en/letter-builder/>

Text comparison

Optional comparison of the supplied rough and revised drafts.

<https://kitforma.com/en/text-diff/>

Inside the complete guide

Separate observed facts from interpretation

Build a chronology that does not change the evidence

Choose the smallest useful attachment set

Write the request before the background

Edit tone without erasing the issue

Make the packet readable and checkable

Send once, then record what actually happened

Capstone: assemble the Northbridge request

Answer key and a reusable final check