The Principal, Mr Vince Sinclair

St James’ School,

123 Charleton St

Glueville 5454

21st November, 1965

Dear Sir,

**Re: Request for a change to an unfair decision**

I am writing you this letter on behalf of my friend, Mary Alice Jones. Recently, you stated that any student who did not attend the school’s athletics day would not be permitted to attend the school dance this Saturday. As Mary Alice was absent on the athletics day, your ruling applies to her.

In my opinion, it is grossly unfair to ban a student like Mary Alice Jones from the school dance. It was not Mary Alice’s fault that she did not attend the athletics day. Her father’s car would not start on the morning of the athletics day and therefore, he was unable to drive her to school. By the time the car was drivable, it was late in the day and Mary Alice’s father decided it was not worth driving her school for a shortened day and he had to attend a work meeting himself.

Under these circumstances, it seems very clear that it was not Mary Alice’s fault that she was not at school on the athletics day. She has attended most school events ever since she has been a student at St James’ school. I have a copy of Alice’s father’s mechanic bill which is dated on the day of the athletic’s carnival which is clear evidence that her father’s car was needing repair that day.

I am hoping that you will rethink your decision to ban students from the school dance (especially) when they have a very valid reason for their absence) and allow Mary Alice to attend.

To me and all the students, it seems only fair to allow Mary Alice to attend.

I look forward to hearing that you have considered this matter and have changed your mind.

Yours faithfully,

Miss Sally Smith

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This letter of complaint is all mixed up. Read it carefully and then cut it apart and glue into a more logical order.

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(Year 6M classroom at St James’ School)

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