

## Write a FORMAL EMAIL.

### Teenagers Make a Difference

Describe a project you would like to start. Write a formal email to the principal of your school to present your project.

- Describe your project
- Who will run the project
- How will your project benefit your school/town
- Will you need to raise the money
- How can other students get involved?



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Dear Mr./Mrs. [Name of your school's Principal],

I am writing to you because I would like to launch a new project that could benefit our school and the environment.

The goal of this project is to recycle school books. At the end of the school year, we will encourage the students of our school to bring their old books. I and other volunteers will check the condition of the books. We will store the books in our school and in September we will distribute them among new students in need.

We think the project will benefit our school and town because by reusing old books we will protect the environment. Many students use electronic devices such as smartphones, tablets, and computers for learning, and they do not need paper books anymore. Therefore there is no need to print a large number of new books every year and consequently, we can save our planet.

A group of volunteers will run the project and obviously, everyone can get involved to make a difference. We do not need to raise money. Nevertheless, we will need permission from you to advertise our project and to store the books at school. I hope you can support us in this matter.

I am looking to hearing from you.

Yours sincerely,  
Peter Blume

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