**Formal Letter to Principal**

**Sender's Information:  
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**Date:  
May 2, 2024**

**Recipient's Information:  
Mr. Alan Rickman  
Principal, Saint Mary's High School  
123 Learning St.  
Education City, USA 12345**

**Salutation:  
Dear Principal Rickman,**

**Introduction:**  
I am a senior at Saint Mary’s High School and I am writing to propose the establishment of a new student-led initiative that focuses on environmental sustainability.

**Body Paragraph 1:**  
Our school has always encouraged proactive learning and community involvement. In this spirit, I propose the creation of a Green Club, which aims to promote environmental awareness among students and undertake projects that benefit our school and community, such as recycling drives and educational workshops.

**Body Paragraph 2:**  
The club would also aim to collaborate with local businesses and environmental organizations to broaden our impact. I have spoken with several teachers and students who have expressed enthusiastic support for this initiative, and we have ideas for activities that could start as early as this fall.

**Conclusion:**  
I believe this club would be a valuable addition to our school's extracurricular offerings and would align well with our community values and educational objectives.

**Closing:**  
Thank you for considering this proposal. I am keen to discuss it further and explore how we can make this a reality. I am available after school hours for a meeting and can be reached via email or phone.

**Complimentary Close:  
Respectfully,**

**Signature:  
Emily Johnson**