
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