# Introduction

* Who are you writing to?
* Why are you writing this letter?
* What do you hope to achieve?

In class, we are learning about what a community is, why people participate in them and how we can contribute to our communities. To me, community means …

We read a book called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and it inspired us to …

We are suggesting that we build a garden/artwork …

# Body

* Include 2-3 arguments with evidence. This is a good section to include any resources you will need and who will benefit from your proposal.

We have *looked around the school and the grounds and we think that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ could do with improving* because …

This project would be good for the school community because …

This project would be good for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ community because …

To make this happen, we need …

# Conclusion

* Thank the person for reading your letter and encourage them to support your idea.
* Sign your name.

We hope you will consider this idea and we would love to meet with you to discuss it. Thank you for reading my letter.