



English: 2Bac (All Streams)

Unit 4 (Sustainable development)

Writing : A formal Letter

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### Summary

I- Activity 1

II- Activity 2

III- Activity 3

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I- Activity 1

Read this communique and answer these questions :

Ministry of interior Municipality of Marrakech February 16th
Communiqué
Would you like to contribute to the development of your community, but you don't have the budget to finance your project ? The local municipality is offering grants or funds to projects that would benefit the population and the environment. Grants will be given to projects on these areas:
<ul style="list-style-type: none"><li>• Environment preservation</li><li>• Literacy</li><li>• Sustainable development</li></ul>
To get a grant for your project, deposit an application and a detailed description of your project at the municipality hall.

1. What is the communique about ?
2. What project areas are suggested by the municipality ?
3. What should interested people do to get a grant ?

II- Activity 2

Think of a project then fill in the chart :

project area	<hr/> <hr/>
goals of the project	<hr/> <hr/>
activities	<hr/> <hr/>
requirements	<hr/>

	_____
estimated budget	_____ _____

### III- Activity 3

Now write a letter to the local municipality asking for a grant for your project :

Ministry of interior Municipality of Marrakech The president of the municipality	(your address) (date)
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Dear Mr.President,  
In reply to the communique issued on February 16th, we would like to apply for

Our project works on \_\_\_\_\_ and it aims at \_\_\_\_\_

Our main activities would be \_\_\_\_\_

To implement the project we would need \_\_\_\_\_

The project also requires a budget that can be estimated at \_\_\_\_\_  
For more details, we are enclosing a technical card of our project.  
We look forward to hearing from you.

Yours Sincerely,  
(Signature)