English: 2Bac (All Streams)

Unit 8 (International Organisations)
Writing : A formal E-mail

Professeur : Mme ZAARA Asmae

Summary

I- Formal email/letter sample
II- Activity 1

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Millions of children are unable to go to school because it's miles away or because their parents can't afford the expenses. When they grow up and become responsible, they probably won't earn enough money to send their children to school.

So, the cycle of poverty will never stop if we don't take serious actions.

Send an email to the United Nations urging this organisation to give a high priority to literacy.

These sentences may help you :

- I am pleased to write you this e-mail
- As you know, the world is suffering from ...
- Today's children are tomorrow's generation, so ...

Dear Mr. Secretary General

I look forward to hearing from you.

Yours sincerely.

I- Formal email/letter sample

Sender's Address
2468 Oceanside Drive, Ocean City NJ 08226
Date
November 22, 2020
Receiver's Address
Mr. Lawrence Jefferson
Community Outreach Liaison
Oceanic Aquatics and Associates
369 Atlantic Ave.
Ocean City NJ 08226
Greetings
Dear Mr. Jefferson
Subject
On behalf of The Will to Serve Youth and Young Adults Outreach Program, we would like to extend a warm thank you for your financial contribution as well as assistance in helping our program provide the assistance and resources our youth and young adults need to get the appropriate training and skills development experience needed to successfully obtain stable employment.
Body
We are inviting you to join us as we celebrate our 10 years of successful community service. We would love for you to be our guest speaker as well as receive the "Supporter of the Year Award" as we acknowledge your organization for its wonderful contribution to our high success rate this year. To show our appreciation, our youth and young adults have put together a special skit they would like to perform for your organization as well as made a special appreciation plaque which they would like to present to you on this day. It will be held Saturday, December 12th at 6:30 pm. Please contact us at (510) 236-9876 if you can attend. We will provide further information during your call. We look forward to celebrating our 10th anniversary with you. Have a wonderful day.
Closing of the Letter
Respectfully Yours,
Signature
Tammy Wilson Co-founder