

Font
Arial 11



<< Date>> (3 returns)

<<Company Name>>
<<Person's Name>>
<<Address 1>>
<<Address 3>> <<Post Code>> (3 returns)

Dear << Person's Name>>, (2 returns)

<< Introduction>>

Introduce yourself, the school and information about Impact Projects. (2 return)

A few ideas for this paragraph.

<< The Point of the letter>>

Why are you writing? Outline and present your proposal. What are you actually asking this person / company to do? (2 returns)

A few ideas for this paragraph.

<<What's in it for them>>

How will the company / person benefit from answering this letter. (2 returns)

A few ideas for this paragraph.

<< Thank yous and contact details>>

Thank the person for their time and let them know how they can get in contact with you. (3 returns)

A few ideas for this paragraph.

Yours sincerely(6 returns)

<<Your Name>>
Student Project Manager

Barbara Cavanagh
Principal