

Suggestion

Common activities that a club do

01. Discuss general matters.
 02. Fixed date to form a new committee.
 03. Arrange annual picnic
 04. Raise fund for educating street children
 05. Free health campaign for unprivileged people
 06. Annual Sports
 07. Workshops
 08. Invite notable figure
 09. Blood donating ca
 10. Exhibition
 11. Travel Fair
 12. Se-miner
 13. Film festival
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You are a member of **Sports Club**. On your last visit to the club. You saw the notice below.

Dear Members,

*We are sorry to tell you that from next moth membership fees will **go up by a 15%**. Also, due to maintenance the club will close from 4pm on Wednesday for the next four weeks. Please feel free to email us.*

Write an email to your friend regarding your feeling about the notice and suggest possible alternatives.

Also write an email to the **Club President** explaining your feelings and possible alternatives.

Dear Club President,

I am writing this letter to let you share my view regarding membership fees which has been **climbed up** by 15%. This is very true, the club expenditure is expanding over the time, and it is high time to adjust according to market price index. **However**, In my opinion, we can **make up** our club maintenance cost in different ways. I am going to share my view in this regard. As you know, in our club most of them are students, who have no fixed income and largely depends on their parents. **Firstly**, It might be better idea to grow up new members in our club which might be a alternative way to **cover up** the additional cost rather than impose additional membership fees. **Secondly**, we might raise some funds from our ex-senior club members who are established, and we should regularly invite them in our club program. In addition, we may **look for** for sponsors in our club program to minimize our cost.

Following are my ideas, I think our club members have many nice idea that we can discuss in our upcoming club meeting to find out a better solution.

I am looking forward to hearing from you as your earliest convenience.

Best Regards,
Ahmad Sharif

You are a member of a **photography club**. You received this e-mail from the club:

Dear Member,

*We are writing to tell you that the next meeting of our photography club (**taking photos of historical buildings**) has been **postponed** for 2 months, as a few of the buildings have been damaged due to last week's **storm**. It will now take place on Saturday the 15th of March. The deposit that you paid for this trip will be held and used for the **March trip**. Please contact the **club secretary** if you need to change your plans or would like a refund.*

Write an e-mail to the **secretary of the club**. Write about your **feelings and what you would like to do**. Write 120-150 words.*

Dear Secretary,

Hope you are doing well. I am writing this letter to let you share my view regarding photography workshop that was likely to held in upcoming month. This is very unfortunate to learn that the historical buildings have been damaged due to the storm. **Moreover**, I am very much glad to hear that a trip has been arranged which will likely to be held on 15th March. **However**, I have some ideas for our club that I like to share with you.

Firstly, It would be great if we arrange a photography exhibition regarding these historical buildings which has been damaged by storm to point out to the nation and the legal authority. As these buildings are our nation's heritage and it is our moral duty to take necessary steps. **Secondly**, We can launch a campaign from our photography club to find out other historical or iconic building which lies in our local area. It will serve public awareness among general people about our national heritage.

I am looking forward to hearing from you as your earliest convenience.

Best Regards,
Hasan Mahmud

You are a member of a **Travel club**. You received this e-mail from the club.

Dear Member,

*We are writing to tell you that the famous travel writer **Mr Price** will **unfortunately** not be able to attend our next club meeting. Although **Mr Price** will not be there to sign copies of his new book *Around The World In Eighty Ways*, members of the club will be able to buy a copy at the price of twenty five pounds. If you would like to reserve a copy of the book, please contact the club secretary.*

Write an e-mail to **your friend**. Write about your **feelings and what you think** the club should do about the situation.

Write an e-mail to the **President of the club**. Write about your **feelings and what you think** the club should do about the situation.

Write 120-150 words. You have 20 minutes.

Dear President,

Hope this message finds you fine. I am writing this letter to let you inform regarding our next club meeting plan.

This is very unfortunate to learn that Mr. Price is not coming in our upcoming club meeting. **However**, it is a great news for us that we were going to get his famous book at 25 pounds. I have some plan regarding our upcoming club meeting that I would like to share with you. **Firstly**, It would be great for club members if we manage a video message from Mr. Price which we will broadcast during our club meeting. **Secondly**, we might invite a notable traveler of Bangladesh, like MA Muhith who climbed the Mount Everest few years ago as it serves to motivate our club members. **Moreover**, In my opinion we might fix a date to arrange our annual picnic

I am looking forward to hearing from you as your earliest convenience.

Best Regards,
Hasan Mahmud

Complain Letter

Write a formal letter to the Customer Support Manger regarding faulty mobile phone that you bought last week.

Dear Manager,

I am writing to complain about a mobile phone that I have purchased from your on-line store.

The phone worked as expected during the first two weeks and then suddenly malfunctioned. **Firstly**, the camera stopped working and later the touchscreen became irresponsive. Also, the monitor is getting blurry which makes it difficult for me to see the SMS messages clearly. I was very surprised to discover such problems in quite an expensive model. The phone is now unusable.

I would highly appreciate if you could look into this matter, and discuss how to replace it with a brand new one. Otherwise, I will be well within my right to request for a complete refund.

Looking forward to your response and kind cooperation.

Best Regards
Mahmud Hasan

Apology letter for Late Payment of Rent and inform some problem of the flat.

Dear Sir,

Kindly receive my sincere apologies for being late in paying the rent. I understand I was supposed to pay by within first week of following month. **Unfortunately**, I had lost my wallet and there was a large sum of money inside. Due to my good history in making payments, please consider my unexpected incident. I will pay all the rent required by next week. I hope that this does not cause you much inconvenience.

There are also some problems with the flat that I wish to bring to your attention. **First**, the cold tap in the bathroom will not turn off properly, and the water is dripping constantly. This will need to be fixed quickly because it is wasting water. **Second**, one of the back burners on the top of the oven does not work at all.

I'm sorry that I cannot pay the rent on time, and trust that you will understand.

Best Regards
Hasan Ahmad

Write an email to the **Khadim Nagar Reserved Forest Manager** for seeking permission to visit the Khadim Nagar Reserved Forest.

Dear Mr. Hasnat,

I am writing this letter on behalf of the Photography Club as a President, seeking your permission to conduct a annual picnic to the reserved forest, on 10 April 2019. **Sylhet Photography Club** (SPA) is a well-reputed photography club located at in Sylhet, famed for its street photography and documentary.

The group would be of thirty-two visitors, including two Club members and their corresponding family members. Being students of photography, this visit would help in better understanding of various concepts. The purpose of this visit is to enhance the individual knowledge. We intend to take a round of the entire reserve forest and take photos of this reserved forest.

Kindly grant us permission for the visit and make necessary arrangements for the same. We look forward to a positive reply from your side.

Looking forward to your response and kind cooperation.

Best Regards
Bulbul Ahmad

Ticket Refund Request Letter

Dear Manager,

My name is John and I booked a ticket for Chicago last night which has been issued on the 16th of March 2019 for Chicago trip. **Unfortunately**, My traveling companion was hospitalized suddenly yesterday so I cancelled the trip and informed your office immediately.

In this regard, I shall appreciate if you can arrange the refund at the earliest possible time.

Allow me to thank you in advance for your prompt assistance in this matter.

Sincerely yours,
Theresa

Why are interested to join a Photography Club?

Firstly, I am interested to join a photography club to meet like-minded people who have the same interests on photography like me. **Secondly**, To level up my skill and knowledge on Photography by participating workshop and seminar also get motivated from others. **In addition**, I will get chance to look wonderful photos which helps me to get inspire and motivated.

Why are interested to join a Sports Club?

Firstly, I am interested to join a Sports Club to meet like-minded people who have the same interests on sports like me. **Secondly**, To level up my fitness and awareness by participating group exercise, sports activities and get motivated from other members. **In addition**, I will get chance to take advice from professional trainers and right equipment to achieve fitness goal.

Why are interested to join a Tourists Club?

Firstly, I am interested to join a Tourists Club to meet like-minded people who have the same interests on travel like me. **Secondly**, it helps to explore new places in a group tour which is more affordable, secured, fun and enjoyable. **In addition**, it helps to get motivated from senior members, learn their story of traveling and so on.