Dear Mr. Smith

As you know, an activity, Micro Action, Positive Energy, will be held in our school.

Hearing that it has appealed to you, I feel much honored to introduce you this activity and its significance.

The purpose of this activity is to donate clothes, books and stationary to the children in the mountain areas. This activity is widely recognized as beneficial as to help overcome instant hardship. The true meaning of it is to spread kindness and help build up a harmonious society.

The activity will be held at 3 to 5 pm. in the afternoon on April 23rd in front of the school library. Your coming as a foreigner is sure to help promote our course. We would appreciate it if you could donate some English books.

With best wishes!

Yours sincerely

Li Hua