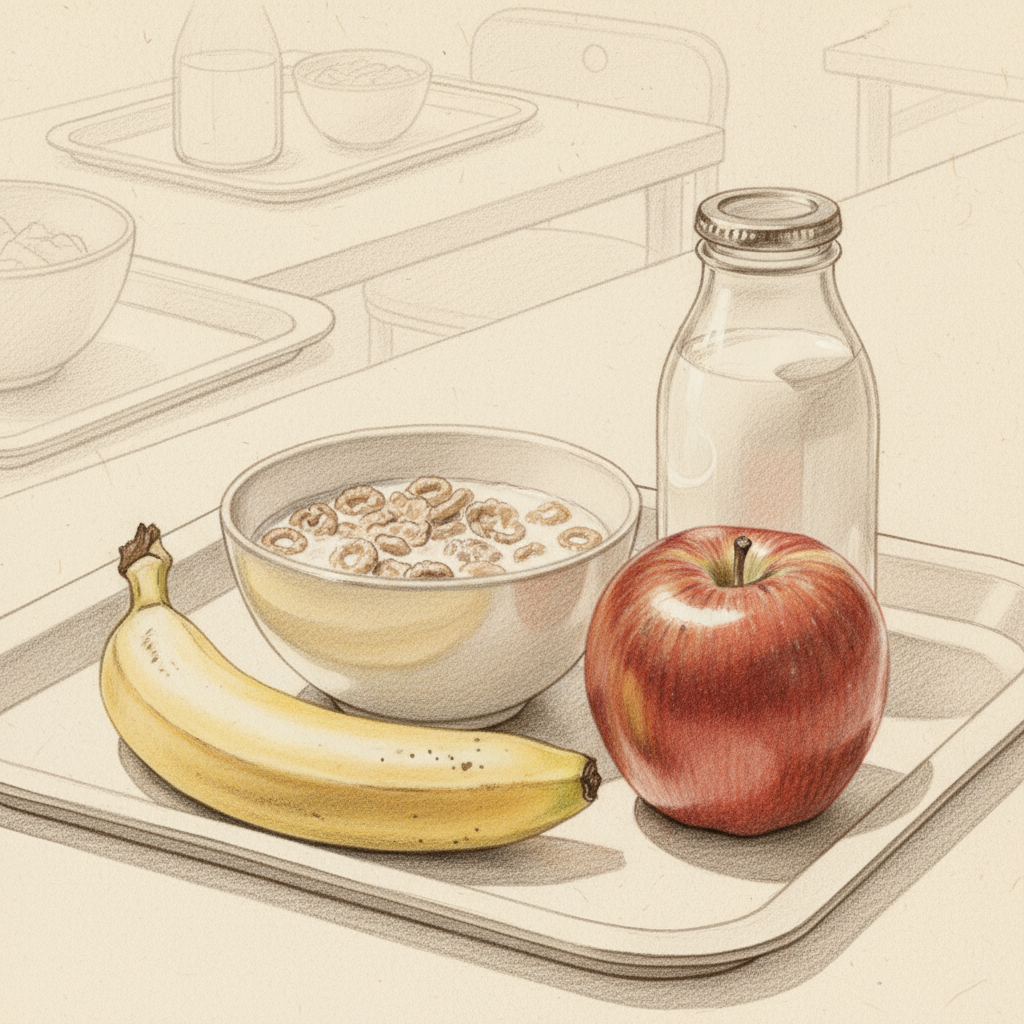
**Writing Task: Formal Email (with a PEEL Paragraph)**

Task: Write a **formal email** that includes **one PEEL paragraph** (to help you argue your opinion more convincingly). Choose ONE of the options below:

**Option A – To the Headmaster: Should school start later?** Argue for or against a later start time. 

**Option B – To the Canteen Manager: Should our school offer a healthy and free breakfast for all students during the 10 o’clock break?** Argue for or against starting a breakfast service.

**Option C – To the Headmaster: Should energy drinks and sugary sodas be banned at school?** Argue for or against a ban and suggest alternatives.

In your email you should:

* include the email format and a **clear subject line** that shows your position
* use a **formal greeting** (e.g., *Dear Ms … / Dear Mr …*) and a **formal closing** (*Yours sincerely / Kind regards*)
* introduce **who you are** and **why you’re writing**
* write **one PEEL paragraph** to present your main argument:
  + **P – Point:** your opinion in one clear topic sentence  
    **E – Evidence/Example:** fact(s), statistic(s), example(s), or own experience(s)  
    **E – Explanation:** how your evidence supports your point  
    **L – Link:** connect back to your main idea and the school context
* **acknowledge one counter-argument** in 1 sentence and **respond** to it (1–2 sentences)
* keep a **formal tone** (no slang; use linking words like *firstly, moreover, therefore, however*, ...)
* end with a **specific request/action** (e.g., a meeting, a trial week, permission)

**Write around 150-200 words.**