

## UNIT 9 WRITING

### PART 2

#### **GREETING:**

*"Dear Ms. Garcia,"*

#### **TELL WHO IS MAKING THE REQUEST AND WHY:**

*"I am writing to request the Office of Project Advancement's (OPA's) support for an important initiative by the Global Literacy Fund. As you know, the Fund's mission is to increase literacy of given populations by increasing their access to computers and to the Internet."*

#### **GIVE MORE DETAILS ABOUT THE REQUEST AND SHOW HOW IT IS RELATED TO A CONCERN OF THE ADDRESSEE:**

*"Our office is aware of the OPA's sincere commitment to supporting projects that further the aims of the Millennium Development Goals. The Global Development Fund is currently ... very remote mountain location, the Arcadia region has not developed as quickly as its surrounding areas. Access to schools and libraries remains very limited, so many of the area's agricultural workers--and their children--have an insufficient level of literacy."*

#### **TELL WHY THE PROJECT (FOR WHICH YOU ARE REQUESTING SUPPORT) IS LIKELY TO BE SUCCESSFUL:**

*"The Global Literacy Fund knows how effective the presence of library facilities can be in promoting education and literacy. In remote regions in particular, libraries can quickly ... computers and Internet access, the libraries will offer literacy classes (in both print and online literacy) as well as meeting space for "book groups" in an effort to develop a "reading culture" in Arcadia."*

#### **EXPRESS ADMIRATION FOR THE ADDRESSEE, AND EXPLAIN WHY HE/SHE IS UNIQUELY SUITED TO RESPOND TO THIS REQUEST:**

*"We at the Global Literacy Fund have long admired OPA's support and promotion of many worthy development projects. It is evident how much your support has lifted the level of education and quality of life of so many of the world's developing regions. Because of this, the Global Development fund very much hopes that OPA will take the time to explore and consider the request for funding of the Arcadia literacy initiative."*

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#### **SHOW WILLINGNESS TO MAKE FURTHER EFFORTS TO HAVE THE ADDRESSEE'S SUPPORT:**

*"We at Global Development Fund would be very pleased to arrange a meeting with you to discuss the project further and address any questions of comments OPA may have."*

#### **EXPRESS THANKS/MENTION LOOKING FORWARD TO THE ADDRESSEE'S REPLY:**

*"Thank you so much. We very much look forward to knowing your reply."*