**EMAIL 1**

Hi…,

How are you these days? We haven’t talked it to each other for a while. I hope everything goes well with you.

Have you recived the latest email from our manager saying that… ?

I was over the moon when I heard this news as I have been waiting for this plan for months.

In my opinion….

Can you give me some ideas to support my club’s plan?

Please reply to let me know your opnion.

Love,

Kí tên

**Email 2**

Dear …,

I am writing this email to express my feelings and suggestions for your announcement. To be honest, I was ecstatic by the email. I received last night. More importantly, I would like to say thanks to you and your staff in my club as they have worked hard and sacrificed a lot to support us.

According to your announcement, ...

I would recommend same solutions for your club. This plan is very interesting and suiatable for young people like me …

I believe that a lot of members have the same thoughts as me. I look forward to hearing back from you if my recommendation is taken into consideration.

All the best,

Kí tên