

Write an Official Letter

An activity of "Food farming in an HDB neighbourhood"

Imagine you are the president of your school's Green Club. Your club members have just read "Food farming in an HDB neighbourhood" (pages 12-13, *What's Up* April 2022). Inspired by the urban farming at Tampines, your club is keen to have a whole-school project that follows the same principles of reducing waste.

Write a formal letter to promote your Club's idea to your school leaders.

Respond to these prompts to develop your letter:

- What are the benefits of your school having a zero-waste farming project?
- What plants may be grown? Are there small animals (including fish) that would be valuable to have? Could composting be part of the farm?
- In what ways would students be involved? How can parent volunteers help?
- Where can the farm be located at school?
- What are some likely problems and how they can be addressed?

Here is the format used for writing a formal letter, with an example on the right:

Sender's details	<i>John Tan President Green Club</i>
Date	<i>11 April 2022</i>
Addressee's details	<i>Ms Shanee Kaur Principal Sentosa Secondary School</i>
Greeting	<i>Dear Ms Kaur</i>
<u>Subject</u>	<u><i>Setting up a farm on the school grounds</i></u>
At least four paragraphs – introduction, body, and conclusion	Paragraph 1: Introduce yourself and your reason for writing this letter.
	Paragraphs 2-3 (or more): Address the points required.
	Last paragraph: State why your school should support this project. Remember to say thank you!
Closing Signature	<i>Yours sincerely John</i>