

How To Write A Letter

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God gave us a strategy – instead of bringing people to Him, we bring Him to the people. Your school/workplace/community is already a crowd and we cannot wait for weekends just to reach out to people. With Revo, we are reminded that we are God’s agent of transformation!

And so, you may be inspired or led to run an official campaign which will require you to seek the approval or support of an official body such as school management, a government agency or a corporation. Some of you might be familiar with writing a formal letter, while others might be writing for the first time. So, we’ve decided to provide some sample letter templates, which were real letters used by the Revo_Jutionaries of the past, that you can use!

Note: These are just sample letters, do edit the details suitable for your campaign.

Sample Email/Letter to Teacher Advisor to Support Revo in School

[Date]

[Your name]

[Your title/position]

[Your address]

[Name of recipient]

[Title/position of recipient]

[Address of recipient]

Dear [Recipient's name],

RE: Request to support our Revo Group

My name is [...] and I am a student of [year/form/class]. Together with a few friends, we have started a Revo Group in [school name] to perform acts of kindness and meet the needs of the community around us, as and when they arise and are brought to our attention.

Some examples of Revo Group initiatives that have been done in other schools include cleaning of toilets, embarking on a garden project, or fundraising for the school cleaners etc. These are all done free of charge and by volunteers like myself.

The purpose of this email is a courtesy to inform you of the existence of our group, and to request your support of our initiatives should any issues arise (though we do not foresee any!)

We hope that you will be fully supportive of our future projects and we look forward to you joining and championing us on our endeavours to make the school (and the world) a better place.

Yours truly,

[Your name]

On behalf of the Revo Group of [SMK Example KL]

[Your contact number]

Sample Letter Of Inviting A Speaker For Your Campaign

[Date]

[Your name]

[Your title/position]

[Your address]

[Name of speaker]

[Title/position of speaker]

[Address of speaker]

Dear [Name of speaker],

INVITATION TO SPEAK FOR _____ CAMPAIGN

As mentioned in the title above, we, the Revo Group of [SMK Example KL] would like to have the privilege of having you speak in our campaign as shown below:

Campaign : example - Feed The Poor
Date : _____
Time : _____
Venue : example - Multipurpose Hall of SMK Example KL
Expected Participants : [number]
Type of Audience : example - [by age, art/science streams, gender, language proficiency]

The motive of this campaign is to rally as many people as possible from my school to be sensitive to the needs of the community around us. This campaign will also help kick start our first project which is to walk along [example - Jln Miskin, KL] on the [date] and bless as many people as possible with food.

We hope to hear from you soon.

Thank you for your kind consideration.

Yours truly,

[Your name]

On behalf of the Revo Group of [SMK Example KL]

[Your contact number and/or email]

Sample Letter To Request Venue For Your Campaign

[Date]

[Your name]

[Your title/position]

[Your address]

[Name of person/office in charge]

[Title/position of person/office in charge]

[Address of person/office in charge]

Dear [Name of person/office in charge],

REQUEST FOR USAGE OF MULTIPURPOSE HALL TO CONDUCT _____ CAMPAIGN

As mentioned in the title above, we, the Revo Group of [SMK Example KL] would like to have the privilege to use the multipurpose hall of [SMK Example KL] to host a campaign. Below are the details:

Campaign : example - Feed The Poor

Date : _____

Time : _____

Venue : example - Multipurpose Hall of SMK Example KL

The motive of this campaign is to rally as many people as possible from [SMK Example KL] to be sensitive to the needs of the community around us. This

campaign will also help kick start our first project as Revo Group, which is to walk along [example - Jln Miskin, KL] on the [date] and bless as many people as possible with food.

We hope to hear from you soon.

Thank you for your kind consideration.

Yours truly,

[Your Name]

On behalf of the Revo Group of [SMK Example KL]

[Your contact number and/or email]

Sample Letter To Request Sponsorship For Your Campaign

[[Date]

[Your name]

[Your title/position]

[Your address]

[Name of person/office in charge]

[Title/position of person/office in charge]

[Address of person/office in charge]

Dear [Name of person/office in charge],

Re: Request for sponsorship of [project name]

In reference to the above matter, we would like to inform you that we are presently seeking sponsorship for the [project name - example Revo-Loo-Tion].

Details of the project are as follows:-

Date : _____

Time : _____

Venue : _____

Students from the Recess/Campus Revolution movement – a group of students, whose mission is to bless the people around them and to make a difference in their school/college by being a positive influence through “love in action” – have risen up to take on the challenge of [project purpose].

1. Objective

1.1 [Objective no.1]

1.2 [Objective no.2]

1.3 [Objective no.3]

2. Project Details / Draft

3. Budget

Budget				
Item	Description	Rate	Quantity	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Total:				

4. Approval/Permission From [example School Principal]

We are glad to inform you that, after having gone through the final draft of the project, the school principal has given his/her approval and full support for the [project purpose] with great enthusiasm.

5. Sponsorship

With that, we seek your kind contribution towards this project, in support of the efforts to make a positive impact in our school/campus/workplace through “love in action” by the [project purpose].

We are hoping to raise [money or items depending what the need is] in order to carry out our purpose successfully. Should you wish to contribute to the project, kindly send your contribution before [due date].

If you are issuing a cheque, please write it out to [bank account name] and earmark it [project name].

For further information or for further details of the project, feel free to communicate with [relevant name], the [your project name] Project Manager at [phone number] or [email].

On a final note, we would like to extend our appreciation and gratitude in advance for your generosity. We look forward to receiving your favourable reply.

Thank you.

Yours sincerely,

[Your name]

[Your position for the project]

[Your Revo Group]

[Your address]

Sample Letter For Media Invitation

[Date]

[Your name]

[Your title/position]

[Your address]

[Name of person/office in charge]

[Title/position of person/office in charge]

[Address of person/office in charge]

Dear Editor,

NOTE TO EDITOR

As an extension of our efforts to put love for our schools into action, the Recess Revolution Movement has embarked on an exciting project called “_____”.

The Recess Revolution is a movement of students who believe in being a positive influence in their schools through love in action and the _____ project is an initiative to _____.

With great pleasure, we would like to invite a journalist and a photographer from your esteemed publication to cover the event.

Details of the event are as below:

Date : _____

Time : _____

Venue : _____

Programme: *Example*

9.30am - Media arrival and registration

9.40am - Introduction

10.00am - Ceremony

10.20am - Q&A session

10.30am - Photo opportunity

10.35am - Refreshments

For more information on the event, please contact:

Project Manager: [name] T: [phone number] E: [email]

We look forward to seeing your team there. Thank you.

More information on Recess Revolution can be found at www.urtherevolution.com