

Functional Writing

Begin your answer on a fresh page.

You are advised to write between 180 and 250 words for this section.

You should read the information carefully and plan your answer before beginning to write.

You are the chairperson of your CCA. Your CCA group has decided to hold a charity concert in order to raise funds for an overseas service learning trip. You wish to hold the concert at the NUS Centre for the Arts Auditorium but do not have sufficient funds to book the venue. Write a letter to the Director of the Centre, Mdm Christine Khor requesting for complimentary use of the venue. You are to try your best to persuade the Director to allow you to use the venue.

Your letter should include the following information:

- the purpose of the concert
- your reasons for wanting to use that particular auditorium
- what the overseas service learning trip is about
- the types of performances being planned
- the duration and other details of the concert

You should include any further information which you think would be helpful.

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24 Aug 2006

Mdm Christine Khor
Director
NUS Centre for the Arts
16, Kent Ridge Crescent
National University of Singapore
Singapore 393493

Dear Mdm Khor

RE: Complimentary use of the NUS Centre for the Arts Auditorium

Our school Co-Curricular Activity group, the Service Club, is currently planning an Overseas Service Learning trip to Yunnan, China in November this year. As we are short of funds for this charitable trip, we have decided to hold a charity concert in order to raise

funds. We would like to hold the charity concert at the NUS Centre for the Arts Auditorium. However, we are unable to afford the booking fees for the auditorium and therefore would like to humbly request for a complimentary use of the venue for this meaningful event.

I have personally attended concerts held at the NUS Centre for Arts Auditorium and I must say that I was impressed by the sheer size, holding capacity as well as the state-of-the-art facilities available at the auditorium. As we are anticipating a crowd of 500 audience members, this auditorium would make the perfect venue. Furthermore, the Auditorium is near to our school in Clementi making it easily accessible by our staff and students alike.

The overseas service learning trip is an opportunity for us to volunteer services to the less fortunate people in Yunnan, China and also to learn the value of service at the same time. We have planned to visit a number of underprivileged schools in China where we will help to paint, restore and refurnish the classrooms and school compound. We will also be teaching the children simple English Language. It also serves as a great opportunity for us to experience a new culture and share it with the rest of our school pupils back at home. As such, it is really important to us to be able to raise sufficient funds for the trip through the charity concert.

The theme for the charity concert will be 'Service onto others' and it will consist of an hour-long musical with vibrant dances and melodious songs. The entertaining musical will portray the troubles faced by the main character as he volunteers his services to help the less fortunate and the eventual self satisfaction he attains. As a pre-show, we have our Military Band and Choir to entertain the audience with melodious tunes and popular songs. The dances showcasing the four main ethnic groups, Indian, Malay, Chinese and Eurasian, promise to be a colourful display of rhythm and energy. A fusion dance will also be incorporated as the grand finale item.

The concert is planned to be held on the 30th of September, 2006 from 7.30 p.m to 10.00 p.m. The duration for the entire show is two and a half hours. We intend to sell 500 tickets at \$10 each. All proceeds will go to the Overseas Service Learning Trip Fund. We plan to hold at least two full dress rehearsals at the venue prior to the concert. As such we would require to use the auditorium on the 27th, 29th and the 30th of September.

We really seek your help and understanding in allowing us a complimentary use of the auditorium. We would truly appreciate if you could kindly consider our request and play a part in raising funds for this charitable and meaningful project we have undertaken. We hope to receive a favourable reply from you.

Thank you.

Yours sincerely

Julia Tan Wei Ling
Service Club
Bukit View Secondary School

Mega Lecture