

WRITING: Formal Letter

Read this communiqué and complete the chart.

**Ministry of Interior Affairs
Municipality of Marrakech
December 5th, 2020**

Communiqué

Would you like to contribute in the development of your community but you do not have a budget to finance your project?

The local community is offering funds to projects that would benefit the population and the environment. Grants will be given to projects on:

- Environnement preservation**
- Literacy**
- Sustainable development**

To get the grant, deposit a letter of application and a detailed description of your project at the city hall.

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Complete the chart with your project description.

Project area	
Goals of the project	
Activities	
Requirements	
Estimated budget	

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Complete the letter with information about your project.

To whom it may concern,

In reply to the municipal communiqué issued on December 5th, 2020, we would like to apply for ...

Our project works on ... and aims at ...

Our main activities would be ...

To implement this project, we would need ...

This project also needs a budget that can be estimated at ...

For more details, we enclosed a technical card of our project.

**Yours sincerely,
Signature**