

WRITING: Formal Letter

Read this communiqué and complete the chart.

**Ministry of Interior Affairs
Municipality of Marrakech
December 5th, 2021**

Communiqué

Would you like to contribute to 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:

- Environment 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**

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**Sender's Name
Sender's Address
Date**

**Receiver's Name
Receiver's Address**

Dear Mr/Mrs..., /Dear Sir or Madam, /To whom it may concern,

I am writing this letter to apply for...

**Yours sincerely,
Signature**

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**Ali Karim
7, Mabrouka Street, Marrakech
Dec 15, 2022**

**The Mayor of Marrakech
City Hall, Marrakech**

Dear Sir,

I am writing this letter to apply for a grant for our community project.

Our projects works on sustainable development and aims at training school dropouts. The center will offer training sessions in computing, English and soft skills.

To implement this project, we would need some classrooms in a school downtown.

This project also needs a budget that can be estimated at 50.000Dh that would cover fees to purchase some computers and a video projector.

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

**Yours sincerely,
Ali Karim**