

Dear Sir,

I am writing to request a generous denotation from your fitness centre. Recently, there is news that your centre is going to have a business expansion. To my excitement, I can enjoy an even more spacious environment for workout as I have been a member of your centre for a long time. Replaced with up-to-date machines, some obsolescent fitness apparatus which are still working will be discarded wastefully. Meanwhile, our school lacks resources such as gym equipment for students who want to improve health. Therefore, we genuinely hope you can take us into consideration and donate some to us.

As the main target beneficiary is our sports teams, machines aim at training muscles of arm, thigh and strengthening cardiopulmonary function are very suitable for them. These parts of bodies contribute much throughout competitions. In other words, treadmills, dumbbells and leg machines are in need. With the help of these equipment, their physical fitness can undoubtedly be improved. Enhancing power and endurance, they are able to achieve a better performance in different competitions. Since a gym room is newly constructed at our school, it is large enough to accommodate one to two machines for each type. Students are guided not to use the same gear for more than 15 minutes so that everyone can have a chance to use it.

In addition, you do not need to be worried about the quality of the machines as long as they are still functional because we will cooperate with Mechanical Engineering Club. Their members are brilliant in fixing different machines. Another reason why we will not pay much care about the degree of newness is that we want our students to learn the importance of making good use of everything even if they are second-hand goods. Therefore, you just need to select a few machines that are still working and we will arrange the delivery.

In order to fully utilize the gym equipment, every student is allowed to use them during Physical Education lessons. Also, due to the rise in obesity among secondary school students, it is high time they did more exercise. On this account, we hope they can keep fit by doing gym. However, it is dangerous for students who are not familiar with gym facilities to handle them on their own as they may easily get hurt by the heavy equipment. In light of this, they cannot operate them without teacher's supervision. Also, duty for our Sport Club members

will be assigned after school for half an hour and they will be involved in the safety regulation work. They have learnt the correct posture of fitness so as to ensure other users' safety. Moreover, it is believed that the gymnasium will be fully occupied by the sports teams' members every weekend, so that they can be trained efficiently. Setting a time limit for using each machine can also balance the opportunities for every student to use them.

Apart from benefiting our students, your company can also gain from it. Firstly, you can establish a good social image. Once you support us, people will appreciate your company because of your assistance in sports development for secondary school students. Besides, it is also a kind of environmental movement. Reusing the machines, production of more garbage can be avoided. As a result, environmental organizations may support your act too. Rarely do fitness centres pay much effort on environmental protection. This can help your centre stand out from others, resulting in successful promotion. More customers will be attracted in the future too. Furthermore, our sports teams have won quite a number of prizes throughout the last few years. If we can do well this year, we can mention your encouragement in assisting our physical training during different interviews. It may become one of the selling points for your fitness training course.

It is crystal clear that the donation is killing two birds with one stone. Not only can you contribute to environment protection, but also set up an outstanding image for your company. On behalf of our school, I would like to express our greatest gratitude for your generosity once you agree to the donation. We are looking forward to a positive reply. For any enquiries, please contact me via email at [chriswong@gm.englishschool.edu.hk](mailto:chriswong@gm.englishschool.edu.hk).

Yours faithfully,

Chris Wong

Chairperson

Sports Club

English School