

Dear Mr. Wright,

I am Chris Lee, the secretary of the Harbour College Social Services Club. I am writing to invite you to be the guest of 'Get Involved Day'. I sincerely invite you and it is our honour if you could take part in this event. We hope you could give a talk for the event, visit the stalls to know more about our projects and participate in workshops to let us know how we can make a difference to our community.

The events will take place in the school hall of Harbour College School on 25th May, Saturday, from 11am to 3pm. The event will include a talk, visiting our stalls and joining workshops. All these activities are designed to introduce and encourage people to work together to combat social issues.

Due to the existence of Covid 19, it has been 3 years that students have little exposure to the current social problems. Therefore, it is a precious opportunity for students to know such social problems including the aging population, poverty and unemployment. Informing visitors about the social issues is the main objective of these events. We hope to work with your company because it has made a lot of contributions, for example, helping the elderly by improving their living environment and connecting them with society to avoid the problems from being ignored or taken too lightly. Apart from that, it ensures each child has the right to receive education, being given room for development, contributing an optimistic environment to let them show their potential. Students will be greatly appreciated and entirely influenced after your talk.

If you are able to attend, could you please let me know if you require some special arrangement. We would also like to know when and why this charity was founded. We would be glad if you could tell me whether students can be volunteers. Finally, if you could tell us how it raises funds, which would be greatly appreciated.

We sincerely hope you will accept our invitation. It is certain that the event would bring benefits to both your organization and the participants. Please contact me if you have any inquiries or need further information.

Yours sincerely,

Chris Wong

Secretary, Harbour College School Services Club