

A letter of invitation

Dear Mr. Cheung,

I am Sabrina Tang, the secretary of the Harbor College Social Service Club. I am writing to invite you to be a speaker at our upcoming event to talk to our students. The Social Service Club would be honoured if you could come to our Get Involved Day to promote the importance of preventing child abuse.

The talk will be held at the Harbour College School Hall on May 30th from 1:00 PM to 2:30 PM, during the time of the regular school assembly. We have invited all Form 1 and Form 2 students to attend the talk.

Our Social Service Club organizes assembly talks every month. We have noticed that the cases of child abuse have been slightly increasing lately, and we believe that students should raise awareness of this social issue. This is our first time organizing a talk on the topic of child abuse, and we are confident that students will be interested in this new topic.

If you accept our sincere invitation, could you please tell me when and why you founded your charity? We would like to include this information on our promotion poster. Furthermore, we know that your charity, Against Child Abuse, often raises funds and provides assistance to offer kind help to abused children. Their activities have always been successful and have achieved excellent results. We would be most grateful if you could share a success story with our students.

Moreover, we would like to know if our students can be volunteers for your team to take part in the charity work as we highly encourage them to volunteer and offer help to helpless children. Lastly, I would like to know if you require any audio-visual equipment if you could deliver the talk. Please let us know if you need any technical assistance.

We sincerely hope that you will accept our invitation. We are sure that the talk will be a meaningful event for our students. Please contact me if you need any further information. We are looking forward to meeting you.

Yours sincerely,

Sabrina Tang

Secretary

Social Service Club

Harbour College