**Sample 1**

Dear Committee Members,

I felt quite excited hearing the news that a new art gallery would be built in our district. Since you are looking for suggestions on what kind of art could be put in it, I wish to make a suggestion that paper cutting should be put into our new art gallery.

Here come the reasons. Above all, our district is well-known for paper cutting and the people are very skilled at it. However, at the moment these people do not have anywhere to display the variety and skill of their craftsmanship. If the skill is lost, there may be no record of it. The gallery would provide them with an opportunity to preserve this skill. Moreover, if you were to allow them to display their expertise here, I believe we could make our district famous and encourage more tourists to come here.

I hope you will consider my suggestion favourably.

Yours faithfully,

Li Hua

**Sample 2**

Dear Committee Members,

I’m quite interested in the good news that a new art gallery will be built in our district. I wish to make a suggestion about the kind of artwork that should go into our gallery. As I have carefully researched the subject and have had many discussions with residents in our district, I believe my suggestion will be popular with most people.

I have discovered that we have many fine artists in our district. We have many painters, both modern and traditional, some sculptors and a few excellent potters. We also have a group of people who meet regularly to practise traditional folk art. At present, none of these groups have a place to display their work. The gallery would provide such a place and would help people in the district to learn more about our artists.

I believe a gallery of local art and craft would encourage the artists and would also make others proud of our local talents. I do hope you will consider my suggestion.

Yours faithfully,

Li Hua