**建议信写作（a formal suggestion letter）**

假设你是红星中学高三（1）班学生李华，得知你校要建设娱乐休闲中心，正在征求同学们的意见，请你根据以下几个方面的提示给校长写一封建议信。

1. 娱乐休闲中心应该包括乒乓球室和羽毛球室。

2. 最好在学生的课余时间开放。

3. 尽量不要收费。

4. ……

***Dear Mr. President,***

*It’s come to my attention that our school is going to build a new leisure center. I’m writing to ask you to consider the following suggestions.* 简要陈述事由

*First, I’d like to suggest that there should be a table-tennis room as well as a badminton court. I think it would do great good if you could build the center with an eye to those students who are interested in playing table-tennis or badminton. Second, could the center open in our spare time? If so, we will have enough time to make full use of it. Third, we will be more than happy if the center is free. As we all know, not every student can afford the extra expense.* 简明扼要、目的明确、具有合理性和说服力

*Thank you for reading my letter. I hope you will consider my suggestions. If the center is built, it will greatly enhance students’ life here on campus.* 简要地作个小结

*Yours faithfully,*

*Li Hua*