

Dear Mr Lee,

I am writing to propose a new volunteering project to help the school develop closer links with the community. I will now briefly explain its details and benefits. I hope my proposal will be accepted after my explanation.

The volunteering project will be conducted in a nearby animal shelter. There will be

different jobs students can take up to help. First, students can help clean or feed the animals to ensure that they look tidy and healthy. Their other duty will be to help clean the animals' cages to make sure that they have a clean living space. Moreover, students can play with the animals since we need to help the animals to build trust with humans, to recognize that we are their friends. What's more, students can walk dogs to let them have more exercise. Furthermore, students can help the staff at the animal shelter setup game booths so that the animals can have a chance to play with children in our community. It would be great if there were more volunteers who could help the animal shelter, as I have heard that they have a staff shortage problem and need helpers urgently. Therefore, this is a perfect opportunity for our school to build closer links with the community.

There are a lot of benefits to volunteering in a nearby animal shelter. For the animal shelter, this will give their staff more time to do other things, since the volunteers can help take care of the animals. For the animals, they can have more chances to interact with humans, which could definitely help them to build trust. They will also be happy, since they can have fun with the students. As for the students, they can learn how to take