

This is an email draft for emailing someone you don't know to ask for help and advice.

Instructions:

1. Click "file" and make a copy of this document
2. Change anything written in blue to your own words. If you are writing as a group, you might also decide to change "my" and "I" to "our" and "we."
3. Delete anything written in red
4. Make sure all the text is now BLACK
5. READ IT OUT LOUD TO MAKE SURE IT MAKES SENSE AND HAS NO MISTAKES
- 6. SHOW A TEACHER BEFORE YOU DO STEP FIVE**
7. Copy and paste the text to an email and send it
8. Watch and wait for a response!

Type this in the subject of your email: Request for Advice on Our PYP Exhibition Project

Dear [Expert's Name],

My name is [write your name or names] and I am a grade six student at Our Lady of the Assumption School in Lethbridge, Alberta. I am working on my PYP Exhibition project, which is a big project where we explore an issue we care about and take action to make a difference.

My topic is [write your topic here]. I am focusing on [the specific thing you are learning about. For example, you might write My topic is the environment and I am focusing on single use plastics].

I am reaching out because I think your knowledge and experience could really help me! Would you be able to answer a few questions? Here are some things I'm curious about:

- [Insert specific questions, e.g., What are some of the biggest challenges in reducing plastic waste?]
- [Insert specific questions, e.g., What actions do you think make the most difference in helping the environment?]

If you're able to help, I would be very grateful. I'm happy to meet virtually, talk on the phone, or even get an email reply—whatever works best for you!

Thank you so much for your time, and I hope to hear from you soon.

Sincerely,

[Student Name]

Our Lady of the Assumption School
Lethbridge, Alberta

REMEMBER: BEFORE YOU SEND THIS CHECK WITH YOUR TEACHER!