

## Directed Writing

**You are advised to write between 150 and 250 words.**

**Total marks for this part: 30**

### Task

A travel agency offers your school principal a sponsorship of an educational trip for students. **Write a letter** to your principal to propose your ideal group tour and convince her that the purpose of your trip is educational.

In your letter, you must include the following:

- A brief account of the chosen destination.
- Travel itinerary including proposed dates, duration and estimated budget.
- Arrangement of transportation and accommodation.

Write **all three points** in details and you should add further information that you think may be useful.

Begin your letter with *Dear ...*,