

# Proposal for Extracurricular Activity

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for [Activity Name]

## Introduction

I am writing to propose the introduction of [Activity Name] as a new extracurricular activity at [School/Organization Name]. This activity aims to [briefly describe the purpose of the activity].

## Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

## Benefits

Participating in [Activity Name] will provide the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

## Implementation Plan

The proposed timeline for implementing this activity is as follows:

- [Timeframe 1]
- [Timeframe 2]
- [Timeframe 3]

## Conclusion

I believe that [Activity Name] will greatly enhance the extracurricular offerings at [School/Organization Name]. Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]