To

[The ABC School Director/principal]

**Subject: Proposal for New Club in the School**

To the School Administration,

I, along with some of my school fellows, am writing to you to propose a new club for the high school society. We are planning to initiate the work on the club activities right after your kind approval. We have named this club [Name of the club] which will bring focus to the skill learning programs that will help the students to get the employment of their desire after the completion of their degrees.

Moreover, the club program will focus on online skills learning which will enhance our students' capacity to study and earn by pursuing the career of their own choice at the same time.

Our purpose to form this club is to enhance and widen the perspectives of the students to get work and earn. Capacity building is the main focus and purpose of this club. We plan to achieve our goals of capacity building and skill enhancement with the help of other school societies, local organizations, teachers, and other faculty members.

Our goal is to enable the students at the high school level to earn well during their studies. The core objective of this club is to make the students acquainted with the latest market trends about employability and skills that can introduce them to successful organizations and recruiters.

To achieve these goals, we plan to conduct surveys and research on the market trends for employability and introduce relevant skill programs. These skill programs will be volunteered by the seniors and teachers who accede to the formation of this club.

We shall also reach out to some of the local organizations and recruiters who can visit the club occasionally and address the students to enhance their perspective and knowledge.

We can provide more details in discussion with you if needed. Please consider approving this club proposal so that we can work further to attain desired goals as soon as possible. Thank you for your consideration.

Regards,

[Name of the student]  
[Grade]