Greeting

Dear Madam/ Miss Najwa

Hope this e-mail finds you well.

Opening statement

Everyone agrees that you are the best and nicest HOD and that you always care for your students’ best interest. We would be grateful if you consider making the break longer.  
  
Body paragraph   
I am sure that you noticed students come into classes both tired and late because the measly 45 minutes that they are given for break compared to the enormous 6 hours for classes are not sufficient enough to restore their energy.

Moreover, longer breaks contribute to creating a healthier student because sitting in their desks for 6 hours in a row will affect their bodies posture and will cause fat accumulation. Not only that, but also staying in a locked class for long periods of time builds up more carbon dioxide.

Considering the previously mentioned reasons, I strongly believe that longer breaks are essential for your students’ well- being and performance, therefore; we know that you will do your best to maintain a good healthy environment.

Yours sincerely.