

# PROFESSIONAL WRITING

This contact letter was written as part of a speaker's bureau package for a local non-profit organization. The challenge was to accurately and attractively describe the goals and activities of a complex organization in a concise, professional manner.

**Skills Used**

- ~ Document design
- ~ Public relations writing
- ~ Business letter writing

# Contact Letter

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Project Hope Spokane  
James Kashork, Executive Director  
1428 West Broadway Avenue  
Spokane, WA 99201  
509-703-7433



<addressee contact information>

<date>

Dear Mr./Mrs. <name of addressee>,

Project Hope Spokane is a non-profit organization which strives to help build a better Spokane. In cooperation with other organizations, such as yours, we believe that we can do great things for our neighborhoods and the larger community. Our speaker's bureau is eager to join you at/for <your next event.>

Project Hope Spokane is a youth development program for the West Central and Emerson-Garfield neighborhoods offering employment to 11 to 18 year-old teenagers in community-building programs. Our mission is to create opportunities for youth enrichment through community engagement, job training and education. Our approach is three-fold: West Central Lawn Care, a job-training program that provides affordable lawn care services to residents; Riverfront Farm, a scattered-site urban farm cultivated by youth participants; and West Central Marketplace and Emerson-Garfield Farmers' Market, multi-vendor farmers' markets which provide job-training skills for youth participants and a source of fresh produce for neighborhood residents.

Our speaker's bureau has many success stories to share with your group members. Our primary mission since 2004 is skill-building and job-training for youth, but our efforts have yielded the added benefits of urban renewal and increased food access. We look forward to sharing more details about our organization with you at <your next event.>

Thank you for your consideration. Please feel free to contact me at (509) 703-7433 or [James@projecthopespokane.org](mailto:James@projecthopespokane.org) if you have any questions. Also, please visit our website, [www.projecthopespokane.org](http://www.projecthopespokane.org), for additional information.

Sincerely,

James Kashork  
Executive Director  
Project Hope Spokane