Andrew Ribeiro

Professor Antokoletz

WRT 245

March 15, 2011

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Original

**WCSU Computer Science Dept.**

**Memoranda**

TO: My Colleagues DATE: March 29, 2011

FROM: Andrew Ribeiro EMAIL: andrewnetwork@gmail.com

**SUBJECT: Help the Danbury Public Library**

**WHERE:** Danbury Library 170 Main Street Danbury

**WHEN:** April 1, 2011 at 2:30 P.M.

The Danbury Public Library needs our help in raising money to purchase new books and other learning materials. Please attend the fundraiser to help the library. The Danbury Public Library has provided access to learning materials to the local community for decades. The Danbury Public Library is vital to the welfare of our community and is committed to being[[1]](#footnote-1):

* A welcoming destination
* A convenient gateway to the best sources of information, cultural enrichment, and possibility
* Responsive to varied needs of our city’s diverse population

As an institution of higher learning we should support the Danbury Public Library. Institutions like the Danbury Public Library have the same goal as ours, to spread knowledge for the betterment of humankind.

**WORD COUNT: 122**

Final

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The Danbury Public Library requires help raising money for new learning materials. As an institution of higher learning we should support the library because the library has the same goal as ours, to spread knowledge for the betterment of humankind.

The library has provided access to learning materials to the local community for decades while committed to being[[2]](#footnote-2):

* A welcoming destination
* A convenient gateway to the best sources of information, cultural enrichment, and possibility
* Responsive to varied needs of our city’s diverse population

**WORD COUNT: 88**

**WORD LOSS: 34 or 28% word reduction**

1. http://www.danburylibrary.org/about/index.htm [↑](#footnote-ref-1)
2. http://www.danburylibrary.org/about/index.htm [↑](#footnote-ref-2)