

123 Main Street Apt. #34
Stockton, California 95204
Cell (209) 123-1234
dgifford@stocktonusd.org

(you)

October 12, 2023

Mr. John Smith (TWO-Ms. Gifford and Ms. Ceja or other staff overseer/mentor
Title of Person's Job (Mentors)
Company Name (school)
123 Sesame Street
Lodi, California 95240

Dear Ms. Gifford and Ms. Ceja:

In the first paragraph make a connection with the persons in one sentence. Then in another sentence, state why you are writing. (inform/requesting both specific project and specific research idea)

In the second paragraph provide details about the project. **Write it as a paragraph.**

- Start with a topic sentence generally stating what the project is.
- Remember the discussion with peers in which you discussed type, length, and objective.
- Discuss the mentors, help, learning, and potential struggles you anticipate.
- Discuss the anticipated time, steps and planning involved.
- Discuss the complexity, quality, and creativity you expect to use.
- Additionally, address anticipated/projected cost.
- Finally, what can we expect to see at the end--be specific-length, type, content, size, functions.

In the third paragraph provide details about your research. **Write it as a paragraph.**

- Begin by stating your overall research question. (THIS IS NOT RESEARCHING HOW TO DO YOUR PROJECT).
- Cover the general topic and subtopics. This is best done as questions in bulleted form.
- Identify a question that can transform into a thesis statement. This should be narrowed down, but not too narrow. If I can find a book of information on the topic it is too broad/general and if I can only find one article it is too narrow.
- Write possible questions that could transform into subtopics to research. I suggest bulleting these and choosing about 4-6.
- Identify your anticipated research resources. Mention ProQuest and/or Google Scholar and specific databases. Mention reliable websites. Possibly mention interviews and with whom or what specific places you may contact like specific schools, businesses, and/or museums. List URLs to articles you have found.

- Finally, acknowledge the six traits of writing and how you will be showcasing your best word choice, sentence fluency, organization, conventions, ideas, and voice per rubric on page 7 of PDF.

In the final paragraph thank the recipient for the services he/she provides. Ensure accountability in using unique/original ideas (for project) and wording by paraphrasing and using direct quotations with appropriate parenthetical /in-text citations and citing using Modern Language Association. Explain when and how you will follow through (phone call, stopping by, next week, on Friday).

Sincerely,

Susie Smith, Senior
Technology Academy
Weber Institute of Applied Sciences and Technology