*February 29, 2016*

*«Address\_Line\_1»*

*«City», «State» «ZIP\_Code»*

Dear Professor *«First\_Name»,*

The first draft is being sent for your review and should be returned no later than October 10, 2016 at 6:00 pm. Please confirm you received the document with me by October 1, 2016.

Your total contribution to the Wildlife Sanctuary to date is *$«Contribution»*. Please continue to support this effort with your weekly change.

Final draft will be submitted in early November, therefore your prompt attention is critical in establishing a process and timeline for the finished document. If you have any questions please don’t hesitate to contact the Dean’s office!

Sincerely,

Frances Coronel

Student Assistant to Academic Dean