Your Name Here

PO Box 12

Memorial Union Building

The University of New Hampshire

83 Main Street

Durham, NH 03824

Christie Lynne, Attorney

12 Jenkins Court

Durham, NH 03824

January 31, 2013

Dear Ms. Lynne,

My name is Kyle Bonus and I am a sophomore majoring in environmental conservation at the University of New Hampshire. As part of an assignment for an English class in technical writing, I have been assigned to seek out and interview a professional about the writing they do for work. I am interested in a career in environmental law and so wanted to ask if you would be willing to sit down with me sometime in the next week for a half hour to talk about the types of documents you write.

Our assignment requires us to describe writing in four separate careers and to focus closely one of our favorites, documenting with the help of an interview several different types of written communication, their audiences and their purposes. I imagine you are quite busy but would be most grateful for a chance to speak with you about your work and your writing. Our assignment requires that we ask our interview subjects about the following:

* The types of documents that she writes and the purposes and audiences of each type of document
* The steps she takes when writing a document
* How time and budget limitations affect her writing
* The amount of time she spends writing each day
* How and when she revises and edits his or her writing
* The types of presentations that she gives, as well as the purposes and audiences for the presentations

The deadline for our research paper is February 12, but if possible, to help me do my best work and to allow time to double check my facts, I would like to conduct an interview by Wednesday, February 6th. I am free weekdays between noon and 2 p.m. and would otherwise do my best to work around your schedule. Thank you very much for considering my request. I can be reached phone at (267) 210-2815 or e-mail [klm93@wildcats.unh.edu](mailto:klm93@wildcats.unh.edu). I look forward to hearing from you soon and to learning about your work.

Sincerely,

*Your Signature*

Your Name

Your Name Here

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83 Main Street

Durham, NH 03824

Christie Lynne, Attorney

12 Jenkins Court

Durham, NH 03824

January 31, 2013

Dear Ms. Lynne,

I want to thank you for agreeing to meet with me to discuss for my English assignment the types of writing you do for your job as an attorney. As I mentioned, I am interested in a career in environmental law and am very much looking forward to our conversation at your office on Friday, February 1.

Just for your background, our assignment requires us to describe writing in four separate careers and to focus closely one of our favorites, documenting with the help of an interview several different types of written communication, their audiences and their purposes. I plan to ask you about the following:

* The types of documents you write for work and the purposes and audiences of each type of document
* The steps you take when writing a document
* How time and budget limitations affect your writing
* The amount of time you spend writing each day
* How and when you revise and edits his or her writing
* The types of presentations that you give, as well as the purposes and audiences for the presentations

If you have any questions about my work please feel free to contact me by phone (267) 210-2815 or e-mail [klm93@wildcats.unh.edu](mailto:klm93@wildcats.unh.edu). I look forward to hearing from you soon and to learning about your work.

Sincerely,

*Your Signature*

Your Name