

HIGHVIEW MIDDLE SCHOOL
Mounds View Public Schools
2300 NW 7th Street
New Brighton, MN 55112-6598
(651) 633-8144

Today's Date [Example: January 4, 2007]

Letter Recipient
Company Address
Address Line 1
Address Line 2
City, State Zip

Re: H2O School to School

Dear Ms./Mr. _____:

[Paragraph One] Introductory Paragraph: Introduce yourself and the H2O project. Avoid beginning the sentence with "I" – rather refer to the class project. Give a few details of the project. [Example: **My eighth grade language arts class is writing business letters to promote our school project, H2O For Life School to School.**]

[One Blank Space]

[Paragraph Two] Recognition Paragraph: This paragraph recognizes the recipient and/or the company to which you are writing. Give compliments. Ask questions. Give personal reflections on what the project means to you and the recipients of the fundraising. [Examples: **McDonald's is my favorite restaurant; My mom and I have watched the Oprah Show for years; When I drive west on 694 I look in awe at Medtronic's beautiful campus.**]

[One Blank Space]

[Paragraph Three] Results paragraph: Clearly restate the purpose of your letter, whether it be requesting a monetary contribution or prize donation for fundraising (i.e., signed football, baseball or team jersey, free tickets to a sports event, etc.) to the H2O project, asking for publicity for the project, or asking for a celebrity to attend an H2O event, or offering to present the H2O project in person to this group/person. It is your responsibility in this paragraph to motivate and inspire the recipient of your letter to take action regarding the H2O project. [Examples: **We are holding a basketball fun night for our school and community in February. It would be awesome if a Timberwolves' player could attend the event or if your organization could donate an autographed basketball or team jersey for the silent auction.**]

[One Blank Space]

Page 2 [Only put this if your letter is more than one page]

[Paragraph Four] Closing paragraph: This is a one or two sentence summary paragraph of the main point of the letter with a “thank you” statement included. **[Example: The H2O project is helping us students become globally aware of the need for clean water. Thank you for your thoughtful consideration of helping us with our project.]**

Sincerely,

Write your full name

Print Full Name **[Example: John A. Doe. It is important to clearly print or type your full name below your signature so the recipient of the letter can respond to the appropriate person. Many signatures are illegible. Without your signature the letter is not valid; anyone could have written it. A signature also makes the letter personal.]**

Enclosure **[Enclose a copy of the H2O brochure.]**

cc: Teacher’s Name **[The name of the person receiving a copy of the letter.]**

Remember:

What a wonderful thing is the mail, capable of conveying across continents a warm human hand-clasp. ~Author Unknown

What a lot we lost when we stopped writing letters. You can't reread a phone call. ~Liz Carpenter

The age of technology has both revived the use of writing and provided ever more reasons for its spiritual solace. Emails are letters, after all, more lasting than phone calls, even if many of them are cursory. ~Anna Quindlen

Letters are above all useful as a means of expressing the ideal self; and no other method of communication is quite so good for this purpose. In letters we can reform without practice, beg without humiliation, snip and shape embarrassing experiences to the measure of our own desires... ~Elizabeth Hardwick