

Letter Writing Project... 7th Grade

Bad News : - (You have been working hard to get elected **Student Council President** of your school and have run out of money. You have 2 weeks before the vote and want to run a good campaign. You have decided to ask one of your sponsors for some help (**money**). You will need at least \$2,000 for video, flyers, stickers, posters, etc... The only way to get your request filled is to write directly to the president of your sponsor's company. Here is a sample format for a President's address

Address your letter to:

Mr. Jane Smith
President, CEO NIKE Inc.
2321 Shoe Street
New York, NY 80052

Begin the letter with appreciation for what they have already done for your campaign. Inform him/her of all the wonderful things you hope to change if you are elected. Finally, list what you hope to spend the money on in your campaign and when you need the money. Clearly state why you deserve to win and how the school will benefit from you winning. The closing sentence should thank him/her for their time and consideration. Give him/her contact information.

After Printing You must also **sign** (in ink) the letter before turning into me.

Letter must include:

- 1.** Letterhead (Your name, address, city, state, zip, graphic, and boarder)
- 2.** Date, Inside address, Dear Mr. Smith
- 3.** Watermark graphic. (This can be a slogan or words)
- 4.** **Bold** and Underline something then Spell Check!
- 5.** Print
- 6.** Sign and Turn into me.

LetterHead:

Your Name

Address

Graphics

Boarder:

Jennifer Brightwood

5752 Grayland Hills Drive

Stone Mtn., GA 32321



Date:

November 12, 2003

Tab 6 times

4 Blank lines:

Address:

Mrs. Jane Smith
President, CEO Nike Inc.
2321 Shoe Street
New York, NY 20052

1 Blank Line:

Dear Mrs. Smith,

1 Blank Line:

Tab 1 time:

It has been my pleasure to work with you over the past several weeks. I am now writing to ask you to consider me for an additional **\$2,000.00** in necessary funds to continue my race to win Student Counsel Presidency. The following is my platform I am running on.

1 Blank Line:

Tab 1 time:

First, if I am elected there would be **no more than one hour** of homework each night. All teachers could only give one or less hours of homework each night. This would help students free up necessary time for other activities.

1 Blank Line:

Tab 1 time:

Finally, if elected **every** student should be given a **computer** for doing all their school work. I will work hard to eliminate all text books. All information should be kept on a **laptop computer** that is assigned to each student. However any student not passing all their classes would lose their laptop.

1 Blank Line:

Tab 1 time:

Thank you for your consideration. I really need the funds to compete against my opponent. Please get in touch with me at JenniferBwoodforPres@WIN.com or call me **@770-555-WIN1**.

1 Blank Line:

Tab 6 time:

Sincerely,

4 Blank Lines:

Tab 6 times:

Jennifer Brightwood

NOTE.....--> Don't forget that you must put 1 watermark on your letter.