

Letter Requirements

- Typed or in cursive and ink
- Two final copies, one for your teacher and one to send
- (Teacher must give final approval)
- This letter needs to be an authentic letter of inquiry. To do this, here are some guidelines you can follow:

Paragraph #1 Introduction

Who you are, age, grade level, description of the project you have taken on.

Paragraph #2

Share what you have located and learned about the topic you are researching.

Show your knowledge!

Paragraph #3

Ask specific questions for which you haven't found answers.
(Don't ask for things!)

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Be sure to tell the reader when you need to have the information returned to you.