**Administrative Letter Project**

**INSTRUCTIONS:**

You will be writing a letter to Dr. Knechtel regarding University School. You WILL be sending this letter to Dr. Knechtel for him to read. Please be aware of your wording.

1. Follow the business letter format when writing your letter.
2. Dr. Knechtel’s address is below:

Dr. Knechtel

University School

Clemmer College of Education/ ETSU

Johnson City, TN 37614

1. Your return address is below:

Your names

English 10

Your class period

1. All letters must have an introduction that thanks Dr. Knechtel for taking the time to read your letter and gives a BRIEF explanation of what the letter is about.
2. All letters must cover three topics (at least one must be a positive) and give credible solutions/results for these programs/ideas.
3. All letters must include a conclusion that thanks Dr. Knechtel for taking the time to read your letter and states your enthusiasm about discussing your topics with him at a later date.
4. All letters must include your signatures.

**GRADING:**

1. Print out two copies of your final draft to turn in.
2. Sign one of the copies to send to Dr. Knechtel and the other copy should be attached to all of your rough drafts. This is my grading copy.
3. The paper and all its rough drafts is a 50 point assignment.