

## Letter of Proposal for More Funding

Return address of the letter writer:

1600 Main Street  
Springfield, Kansas 12345

December 1, 2008

Mr. / Mrs. Name of the recipient & address:

Department of Linguistics  
Right State University  
1415 University Drive  
Felicity, OH 45434

Dear \_\_\_\_\_,

**Directions: Write a letter requesting additional funding to a real University. Use the findings from your data and or research. At least one citation per section using author's last name: ex: (Shioko)**

It is best to keep an initial business letter short. Business people are busy and do not have time to read long letters! In a one-page letter, you will usually only need three or four paragraphs, single spaced. **Use a double space in between paragraphs. Suggested frames are below.** You do not need to use all of those.

### **Paragraph 1** What is the problem?

I am writing to propose that we as a community need to address the issue of....

Recently, I have witnessed

I have experienced firsthand ...

It seems to me that students are tending to (describe behavior)

It appears that (draw conclusions about how people are reacting and are affected)

According to, \_\_\_\_\_ source, there is a need for " ....." (author's last name)

Has the problem grown making it more of an issue that warrants the school looking into it?

### **Paragraph 2** explain how & why you believe it is an issue (Causes)

This is an issue because it affects students emotionally by causing ...

This also can influence teens' sense of security / emotional safety

As stated in an article by, \_\_\_\_\_, this is a problem noted by others because  
(author's last name)

It seems that \_\_\_\_\_ group are affected psychologically, socially, academically

It may also affect a student's well - being, ability to \_\_\_\_\_, potential to \_\_\_\_\_

This is further supported by some research by \_\_\_\_\_, which stated that " ..."

### **Paragraph 3** Why is it worth addressing & Next Steps

I strongly believe we can improve our \_\_\_\_\_ if \_\_\_\_\_

We need to begin to explore the issue of \_\_\_\_\_ in order to .....

If we are ever to \_\_\_\_\_ as a community, then it is necessary that we \_\_\_\_\_ as a  
community over the issue of \_\_\_\_\_

Other schools have reported this as an issue and have tried ..... (author's last name)

In further research, experts suggests " \_\_\_\_\_ " (author's last name)

What values are at stake if we don't begin addressing this issue (respect, honor, trust,  
communication, safety, etc)?

In the future, our team hopes to set up....

Through this project, I want to discover if / how \_\_\_\_\_

I hope my research will reveal \_\_\_\_\_

I want to help provide \_\_\_\_\_ through this research.

Thank you for your consideration in providing funding for research on \_\_\_\_\_..

Sincerely,

Signature

First and Last Names

## Sample Letter Example letter 2: Materialism

First Name Last Name  
3542 Browning Street  
San Diego, California 92106

June 2nd, 2017

Mrs. Murphy  
Department of Linguistics  
Right State University  
1415 University Drive  
Felicity, OH 45434

Dear Mrs. Murphy,

I am writing to propose that we as a community need to address the issue of materialism. Recently, I have witnessed that the popular trends exclude people that do not own the popular product such as clothing, and have a tendency to consider material possessions and physical comfort as more important than spiritual values.

I have experienced firsthand how teens often put others down when they don't own the most expensive clothing item or electronic device. It seems to me that students are tending to take what they have for granted and rely on their parents money for their own happiness. It appears that the teens who have less and strive off of not owning "trendy" items have a better relationship to more people over all. According to, The New York Times, there is a need for "acceptance in society from spending money" (Goldburg). With The amount that this is happening, we also need to look at why this is happening.

This is an issue because it affects how students work in school. As stated in an article by, SDSU, this is a problem noted by others because (Chee) "people are lessing willing to work for all the expensive items that want". It seems that materialistic students are affected psychologically making them more susceptible to bad relationships. Academically it lowers grades and focus rates. It may also affect a student's well - being, ability to work hard, potential to become rich. This is further supported by some research by Knox College, which stated that "materialism comes at a high price."

I strongly believe we can improve our mindset if the school dress code was stricter on not wearing expensive items to school. We need to begin to explore the issue of materialism in

order to help our future generations. If we are ever to learn and grow as a community, then it is necessary that we step up as a community over the issue of materialism. **Respect** for others who work physically hard for jobs without owning expensive clothing and electronics is deteriorating.

Through this project, I want to discover if / how much materialism is in the teen world and learn how we can make teens more aware of how not to be materialistic. I want to help provide awareness through this research.

Thank you for your consideration.

Sincerely,

First & Last Name

### Option #1: Rubric for Letters

Option 1: Business Letter about Academic Honesty at Point Loma High School	
Follows business letter format	
First and Last Name Point Loma High School Address	
Date	
Name of Stakeholder Point Loma High School Address	
Dear _____,	
3 - 4 body paragraphs All left aligned	
Sincerely,	
First & Last Name	
<b>1. Explains the extent of the problem with academic honesty at PLHS</b> <ul style="list-style-type: none"><li>Explains quantitative data (Hint: choose 3-4 statistics that best support your position.)</li><li>Explains qualitative data (what do people tend to say about the issue? Use 1 - 3 short answer responses from survey)</li><li>Compares to national statistics (compare to any research you have seen published about cheating)</li></ul>	
<u>Citations requirements:</u> minimum 4 statistics and quotes (PLHS survey) or 1 PLHS and 3 from articles	
<b>2. Explores what is underlying this issue... Reasons for why cheating is common</b> <ul style="list-style-type: none"><li>Discusses who involved and how they are affected (from articles)</li><li>Discusses causes / reasons that academic dishonesty is so common</li><li>Discusses some of the short or long term consequences?</li></ul>	

Citation requirements: minimum 3 quotes or paraphrased information

### 3. Proposes Solutions

- Proposes reasonable next steps that involve actions from **ALL** the stakeholders
- Suggests short or long term changes in procedures, policies, routines (ex: all students will sign an academic honesty promise before each test)
- Includes research from the readings supports your idea to help convince us that it will work
- Reminds reader of what they would like to happen and why it is important

Citation requirements: minimum 1 from articles with author's last name

Letter should include all points mentioned above and will be graded for

- Content (Ideas and clearly stated)
- Format & Appearance (structure)
- Language (grammar and word choice)
- Appropriate citations

As pointed out in a study by Professor MacDonald, the results show that students are ....  
The results of a recent study show that students are.... (MacDonald).

Letter is highlighted with the following

- Highlight 1 main problem (yellow)
- Highlights 3 citations (light green)

- Highlights 1 main cause (light red)
- Highlights 1 main solution (light blue)
- Highlights 3 strong word choices (i.e. One essential solution) (purple)

### Example letter 2: Homework

Point Loma High School  
2335 Chatsworth Blvd  
San Diego, CA 92106

Dear SDUSD ,

I am writing this letter because I believe that homework is a stressful issue and could be affecting students and is not helping them. According to, The Washington Post, "Many students wrote that homework causes them to sleep less than they should and leads to "headaches, exhaustion, sleep deprivation, weight loss and stomach problems" as well as a lack of balance in their lives." (Strauss) Having homework is causing many problems among students and I believe

that there should be no homework. From my observations, 4 out of 5 students feel very stressed about homework during the year.

Homework is an issue because it's affecting students health, making them stressed, and tired. If homework is an issue for high-achievers that would make it even more stressful and time consuming for kids who aren't high-achievers. According to, Down With Homework!, "every unpleasant adjective that could be attached to homework time-consuming, disruptive, stressful, demoralizing—applies with greater force in the case of kids for whom academic learning doesn't come easily." (Kohn) Homework is affecting students and families, and some students to the point that they need emotional or medical help.

This is something worth addressing because homework isn't just affecting students it's also affecting parents. The parents have to help their kids with there homework. It also gets in the way of family relationships because it's so time consuming. It's almost like a second job for the parents. Some kids don't have time for homework because they have to do work once they get home. This makes their grade go down because they don't have time for homework. I hope my data shows that homework is a big issue and that we shouldn't have it. This shows that having homework is affecting kids in many ways and we need to stop this problem.

Thank you for your consideration.

Sincerely,

First & Last Name

## **Example letter 2: Bullying**

First & Last name

Point Loma High School

2335 Chatsworth Blvd

San Diego, CA 92106

June 2, 21016

9th grade students

Point Loma High School

2335 Chatsworth Blvd

San Diego, CA 92106

Dear Students of 9th Grade,

In the article, 'Bullying Statistics', it states that "...about one in four kids in the U.S. are bullied on a regular basis. Between cyberbullying and bullying at school, the school bullying statistics illustrate a huge problem with bullying and the American school system." Although this isn't a problem that is too out of hand yet here at Point Loma High, we still have to monitor what can and will happen if we completely ignore it and let it run rampant. I'm talking about bullying, someone using their superior strength or influence to intimidate another, typically to force him or her to do what they want, such as making them do their homework, give them money, and basically giving them a rough time just because they can. At Point Loma High School, i have personally seen the effects of what bullying can do to a person, and i have suffered some of these effects myself. In the article *Effects of Bullying*, it states that "kids who are bullied can experience negative physical, school, and mental health issues [such as] depression...anxiety..and increased feelings of sadness and loneliness." People are affected by bullying because According to a 2013 article in Forbes Magazine "the psychological effects of being bullied can and do stay with people for a long time." Studies have also shown that those who have been bullied are more susceptible to committing suicide, "...bully victims are between 2 to 9 times more likely to consider suicide than non-victims..." Bullying is something that divides us, it puts youths and

teens against each other, and that isn't a real way to live to the fullest you can be. We go to school each day to learn how to be better students and how to interact with those around us and if we are always at each other's throats, then where does that lead? Sometimes to suicide, sometimes to depression, and sometimes to seclusion.

Students get bullied for a whole myriad of reasons. According to a survey that i made for the freshman class here at PLHS, the main reason for a student to get bullied was because of their appearance, their opinions, and their sexual identity. In the article, "Why Do People Bully?", author Kayla C. tells us that "...bullies usually only bully around other people. They always have to have an audience. This makes the bully feel more popular and cool. If no one cared for bullying and was against it there would be way less bullying..." In other words, bullies do it for the attention, and to make themselves feel better. Others bully because they feel miserable and they think that if they bully others and make them feel the same way that they will somehow feel better. However, others still bully because they see it at home and then they get the idea that bullying is okay, since they saw older siblings and parents hurting others. This goes to show that home life is more intertwined with bullying than meets the eye.

Bullying is something that has to be stopped, or at the very least acknowledged as a problem, so people can start taking the necessary steps to discourage and get rid of it. Relating back to the survey that i made for the freshmen here at PLHS, the results suggested that we are not as accepting of differences than i think we should be. I'm suggesting that the teachers here take the time to explain about once every other month what bullying is, how it affects not just those getting bullied, but the community as a whole. I also think that an anti-bullying club or a program would richly benefit the student here at PLHS. To think that we can save a life by just stopping a bully is a big deal. In the article 'How To Stop Bullying At School' some suggestions were to "...let bullies know that you do not think being mean is cool, see if you can start an anti-bullying club or prevention program at your school," and that it is wrong and should never be used against anyone for any reason. If we can control the bullying epidemic we can essentially save lives. So let us work together and stop bullying before it stops a heart.



Thank you for your consideration.

Sincerely,

Student A