

We go to the media center to use a bank of computers.

I use a usb drive to upload this document one persons computer and we update the helper list and titles.

Then we upload on all the other helpers computers.

A few students update our old letters (there are over 20 on the original document) and others create new ones, printing them as they are finished and uploading the new template onto my usb drive after each one.

The person who prints the letter, signs the letter.

We work for about one hour.

Whenever possible, we use the owner/managers name. Otherwise we address them: Dear Sir or Madame

February 6, 2008

Arby's

1109 N Main St.
Crown Point, IN 46307
Phone: 219-662-7282

Dear Mr. Bob Lueder:

Each year the Crown Point High School French students participate in the American Association of Teachers of French (AATF) Grand Concours, a national exam, which will be administered at Crown Point High School. Students from all over Northwest Indiana are invited to participate. Winners receive medals or trophies from our local chapter for rankings one through five and medals from the National AATF for rankings one through ten. We are seeking prizes for an on-time drawing Saturday, March 15th, for participants.

In addition, Crown Point High School French club will be hosting a Medieval Banquet in April with a talent show and would appreciate any donation of prizes.

Several businesses have been so generous in helping: The youth in this community have benefited greatly from your support. We would appreciate your support this year. You will, of course, be recognized in our program so that your customers may see that you have helped make these events a success.

If you have any questions, please feel free to contact us at any time during the day. We can be reached at 219-663-4885 ext. 11262. We will be contacting you soon to ask for your donation. We look forward to speaking with you soon.

Sincerely yours,

Linda Atwood, AATF-NWIN Grand concours Administrator and
Linda Atwood, AATF-NWIN Grand concours Administrator and
Crown Point High French Club Advisor
T, French Club Vice-President
S, French Club President
A, French Club Secretary
M, French Club Member