

# Letter Requirements

Directions: Letters should include the following:

- (1) A brief introductory paragraph
- (2) Questions asking:
  - (a) In what specific activities the person was involved.
  - (b) How and why the person became involved.
  - (c) If the person foresaw the results of his or her involvement.
  - (d) Were these the results the person originally intended?
- (3) A closing thank you

