333 English Street
Schofield, WI 54476-3811
November 16, 2001

Mr. John Smith, Director
History Genius Center
123 Ammon Avenue
Historia, WI 98765

Dear Mr. Smith:

I am an eighth-grade student at D.C. Everest Junior High in Schofield, Wisconsin, and I am writing to request information for a school project.

My social studies and English classes are involved in a large research project called "National History Day." Each year this project follows a different theme that is set by the National History Day office, and for the 2005–2006 school year our theme is "Taking a Stand in History." I am investigating women suffrage leaders. For this assignment, we are required to study the person/idea/event/issue itself, the background and context in which it happened, and the impact/influence/change it brought about.

I am writing to ask for any articles or documents you could send me with information about the beginning of the women's rights movements, particular women who led the fight for voting rights, and actual events throughout history that influenced our representatives to pass legislation allowing women to vote.

Any information you can send me would be very helpful. I appreciate your time and assistance. My address is listed above, my telephone number is 715-555-1212, and my e-mail address is jdoe@internet.com. Thank you.

Sincerely,