

How to Write a Letter Requesting Information

Your First & Last Name
Your Street Address
Your City, State, Zip Code

<Blank line>

<Blank line>

<Blank line>

Today's Date and Year

<Blank line>

Name of Person (if available)

Name of Organization

Street Address

City, State, Zip

<Blank line>

Re: Request for information about _____

<Blank line>

Dear Mr. or Ms. _____ or Sir/Madam:

<Blank line>

Explain who you are. Describe your participation in the Youth Division Event of the National History Day Program in Iowa. Name the theme, "Taking a Stand in History: People, Ideas, Events." Name your topic. Describe why you are interested in this topic.

<Blank line>

Politely request information about your topic, or ask for advice about locating resources. Explain how you will use this information (exhibit or performance).

<Blank line>

Say thank you for any help you get.

<Blank line>

Sincerely,

<Blank line>

<Blank line>

<Blank line>

Your Name

Directions: Practice writing a letter that requests information about Sir Isaac Newton. Use the topic, “Sir Isaac Newton Takes a Stand for Gravity.” Choose one of the following places to write.

Local resources

Your school librarian
Name of school
School address
City, State, Zip Code

Mr. Dan Shaffer, Math & Advanced Science
Urbandale Middle School
7701 Aurora Avenue
Urbandale, IA 50322

Experts

Professor Robert A. Hatch
Department of History
226 Keene-Flint Hall
University of Florida
Gainesville, FL 32611-8545

Dr. William Newman
Professor of History and Philosophy of Science
Indiana University
College of Arts and Sciences
130 S. Woodlawn, Kirkwood Hall 104
Bloomington, IN 47405-7104

E-mail

Steve Newton

Web site link to: The virtual museum of Sir Isaac Newton and the history of science

Steve Newton’s Homepage: <http://www.newton.org.uk>

E-mail: info@newton.org.uk