

The reader is assumed to have some knowledge of the Freshmen Design Competition, but not necessarily this year's project.

UNIVERSITY OF PORTLAND  
SCHOOL OF ENGINEERING  
5000 N. WILLAMETTE BLVD.  
PORTLAND, OREGON 97203

Correct header includes name of organization and address

January 12, 2009

Correctly spelled the date, not 1/12/2009

Mr. H. E. Teacher  
5000 N. Willamette Blvd.  
Portland, Oregon 97203

Name and address to whom the letter is written

Dear Mr. Teacher,

Correctly spelled "Oregon" not "OR"

Do not include these headings:

Introduction, summary

The purpose of this letter is to discuss recent work on the freshmen project by Group 1A. This is submitted per your request (letter dated December 12, 2008). We have recently been assigned two short-term tasks: complete the balsa wood truss, and decide upon our Freshman Design Project goals and objectives. I will discuss the status of these two tasks.

Background

Regarding the status of our Freshmen Design Project, for this year's project, students are to design a device to move mousetraps (without tripping them) from one area of a competition board to various scoring zones on the board<sup>1</sup>. More points are awarded for traps placed in zones that are apparently more difficult to reach.

Discussion

Our primary goal for the project is to design and build a device that can move at least one mousetrap to the highest scoring zone in 10 seconds. We believe this will provide us a unique challenge, one that will be interesting to pursue.

Background

Discussion

One of the necessary skills for completing the freshmen project is being able to construct a device using balsa wood and cardboard. In order to develop skills for building small-scale devices using balsa wood, we were assigned the task of building a small truss structure. We have completed constructing the truss and we will have its strength tested in about one week. It is likely that the skills we developed for this assignment will be useful when the time comes for us to construct our competition device.

Conclusion

We are satisfied with what we have accomplished so far. By next week we hope to have developed three or four design concepts for the project. We will keep you informed of our progress. If you have any questions, please do not hesitate to contact me at the above address, email at [lulay@up.edu](mailto:lulay@up.edu), or phone (503) 943-7432.

Sincerely,

*Ima Student* (Be sure to sign your name)

Ima Student

<sup>1</sup>Freshmen Design Project Description, University of Portland, 2008