

NAME _____

Requesting Equine Information from a Breed Association



The breed I have chosen to find information out about is: _____

1. Log on to the computer and open Internet Explorer.
2. Use a search engine (ex. Google, yahoo, etc.) to find the breed association address. The best way to search is probably by entering “*Your Breed Horse Breed Association.*”
3. Once you have located the breed association, record the following data:

Web site: _____

To find the contact information, you might need to explore the website.

Name of contact: *(you might not find this)* _____

Breed Association Name: _____

Mailing Address: *(include street address, city, state zip)*

Yes, I am aware, the many breed associations allow you to request information by e-mail or the internet, but that will not reinforce your letter writing skills.

4. Leave the breed association window open, as you might be coming back to it.
5. Open up Microsoft Word or google docs and begin to type your letter requesting information. Be sure to save often.
6. **PROOF READ!** You will be redoing the letter until it is quality and ready to be sent. Share with Mrs. Propson to **PROOF AFTER YOU HAVE.**
7. Then print **TWO COPIES** and address an envelope. Turn one copy in the envelope and keep one copy in your portfolio.

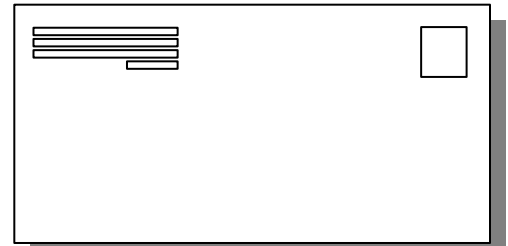
Writing a Business Letter

We will be using a block format, so everything will be lined up on the right side. Bold and italicized words are notes to you or something you would need to replace with your personal information.

Return Address

Your Name

c/o Todd The Rabbit
Mishicot High School
660 Washington Street
Mishicot, WI 54228



Date December 22, 2014

Name of recipient (you may not have found this)

Breed Association

Mailing Address (use two lines if they provide two lines for the address)

City, State Abbreviation Zip Code

Dear *Insert contact name here or breed you are writing to Association Representative:*

Body

- *Things you might want to include:*
 - *Why you are writing this letter (ex. As part of your Large Animal Science Course; to get more information about the breed; you are interested in posters; you plan to do a presentation on the breed, etc.)*
 - *Some things you have already learned about the breed or find interesting.*
 - *How many people in your class (14). This way they might send enough copies for everyone.*
 - *Where to send materials (to the return address at the top of the letter)*
 - *Thank them in advance for their time.*
- *Remember to be polite.*
- *Be sure to use complete sentences.*

Sincerely,

You will sign here when it is in its final form

Your Name Typed