

Letter to the Chamber of Commerce

Date

Your Name

C/O Teacher's name

School Name

Street Address

City, State ZIP code

Chamber of Commerce Name

Street Address

City, State Zip Code

Dear _____,

[Type your request for information here.]

[Tell who you are and describe the project. You will be creating a brochure for their city that will be designed to attract and inform visitors and new residents. Ask for information about their city's history, places of interest, recreation, entertainment, economy, main industries, agriculture, size, and any other information that would be helpful when creating a brochure.]

[Thank them for their help. Include the latest date that you would like this information.]

Sincerely,

[Your Name]