

123 Maple Street  
Anytown, New York 11234

September 1, 2003

Dear Student,

You will be participating in a special e-pal project over the next few months. You will be assigned an e-pal to communicate with on a regular basis. Your communications will be in the form of handwritten letters and e-mail messages. It is important for you to respond to your e-pal in a timely manner for this project to be successful.

Your e-pal lives in Australia. Over the next few days, you will write a letter and create an e-mail message to introduce yourself to your new e-pal. During the course of this project you will have the opportunity to learn about your e-pal, his or her geographic location, culture, and language. You will be graded on your participation as well as your written letters and e-mail messages.

Sincerely,

Your Teacher

P.S. I hope you enjoy participating in this fun project!