

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Delegation of Special Project

Dear :

After much consideration, you have been chosen to conduct the investigative reporting for the six part series to air during prime time next month. You have been delegated this special project based on your past performances in investigative reporting and your ability to handle tight deadlines while delivering award winning coverage of the story.

Please stop by my office at your earliest convenience to discuss this new assignment.

Sincerely,

N A M E