

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

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

Re: Directive – Delegate a Special Project (Cataloguer)

Dear :

It has been decided that all books in the Special Collection Room should have a synopsis and be cataloged. The books will be cataloged according to a special system starting with 1.0000A and continuing to every book is catalogued. The synopsis should include the title, author, publication information, and cited in both APA and MLA style. As our head cataloguer, I am delegating this task to you. I am sure that you will be more than capable of handling this product. I will need an update at least once a week on this project. I am giving you three months to complete this project. Upon the completion of this project, you will be required to give a demonstration to the academic board explaining this project.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E