3222 Honey Lane  
Antioch, TN 37013                                       
May 13, 2013

Dr. George Walker  
1221 Tennessee Blvd  
Murfreesboro, TN 37130

RE:  Art Education Equipment Proposal

Dear Dr. Walker:

Following our meeting on Friday I have given much thought to the equipment we need in the Art Education Department. Our art equipment is basic and I would like to start teaching some new techniques that will “enhance student learning.” We need to purchase several new computers and programs to learn about graphic designing. Attached is a list of needed computer-related equipment and a floor plan sketch showing the layout of my room after the installation of the new equipment.

Sincerely,  
JaneAnneDoe                                 
Enclosures:

Equipment Proposal

Floor Plan