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