***Getting information about your state***

You can gather information for your state report from:

* Books
* Internet
* Magazines
* State tourist or information office

Materials sent from a state’s tourist or information office can be especially helpful because they often include current maps and pictures. They may also include brochures, pamphlets, and lists of places of interest.

If you are requesting information from a state tourism office, you should immediately write and ask for the information. This is because it may take the office some time to reply. Go write the letter! Do not wait!

The letter you write should be a business letter. You may want to use the pictured sample letter below as a guide:

(Name and address of tourist office)

(Date)

(Greeting)

(Main body. Notice that you do not indent paragraphs in a business letter)

(Closing)
(Cursive signature)

(Your name and address)

Oregon Tourist Information & Attractions
PO Box 12262
Eugene, OR 97440

February 22, 2017

Dear Sir or Madam:

I am writing a state report on your great state of Oregon. I am requesting information that will help me write my report. Could I kindly be sent a map of the state?

I would also like brochures and pamphlets regarding tourist areas, state parks, places to visit, and other information. Anything else you can send me would be greatly appreciated.

Thank you,

John Q. Student

John Q. Student
Holy Family School
505 17th AVE SE
Auburn, WA 98002

You may send this letter via the mail. If you choose to e-mail your request, be sure to keep this formatting in your message.