

6 June 1996

1117 The High Road
Austin, TX 78703

Mr. David Patricks
3005 West 29th, Suite 130
Waco, TX 77663

Dear Mr. Patricks:

I received your June 6th letter requesting consultation and am providing my recommendation in the following.

First, let me review my understanding of your inquiry. The question you raise revolves around whether the heating registers should be located in a low sidewall, or in the ceiling, and, if ceiling registers are used, which type--step-down or stamped-faced--will deliver the best results. Additionally, the problem concerns whether there is any benefit to having heating registers near the floor, whether moving heated air "down" in ducts negatively affects blower performance, and whether adequate injection that can be achieved on the low speed of a two-stage furnace.

My recommendations are as follows:

- I can find nothing in either Carrier, Trane, or ASHRAE design manuals that indicates drop as being a factor in duct design any different from normal static losses. If you have different information on this, I would like to have references to it.
- I cannot see any advantage to low sidewall application. The problem is injection and pattern. I do see an advantage to low sidewall return; *Carrier Design Manual-Air Distribution* is a good reference on both items.
- I recommend step-down diffusers with OBD because they have pattern and volume control that is superior to stamped-faced diffusers.
- I am opposed to low sidewall diffusers or floor diffusers in the application you describe. The increased static losses that result from trying to get the ducts down through the walls will only increase installation cost and reduce efficiency.

If there is anyone in your organization who is uncomfortable with these recommendations, let me know. I'd be very interested in reviewing any actual documented test results. Let me know if you have any further questions or if I can be of any further assistance.

Sincerely,

Jane A. McMurrey, P.E.
HVAC Consultants, Inc.

JAM/dmc
Encl.: invoice for consulting services

Heading—the date and the sender's address.

Inside address—name and address of the recipient of the letter.

Salutation

Body text of the letter: singlespaced text with doublespacing between paragraphs; no paragraph indentation.

Use of special formatting within the letter—use bulleted or numbered lists, even headings and graphics.

Complimentary close

Signature block

End notations

Sample Letter to the Editor

Date: 18th May, 2009

The Editor,
The New Era Times,
34 – Wellington Road,
Opposite Millennium Complex,
New York, USA

Dear Editor,

Subject: Spreading Mass Awareness About Dangers of Using Cell Phone While Driving

Through your esteemed newspaper, we are pleased and honored to express our views on increasing threats of using cell phone while driving. We are the high school students of St. Patrick's School, Blue Berry Road, 234 Avenue, New York.

In an unfortunate incident, exactly two weeks ago, we lost one of our batch mates who succumbed to death due to a severe accident that occurred while he was driving his father's car, while talking on a cell phone.

His sudden demise has left us in immense pain, however, we have collected our broken hearts and have started a campaign to spread awareness about accidents related to cell phone and driving.

In the reference material attached to this letter, you can see various newspapers cuttings and photographs that highlight the gravity of the situation. In the year 2008 alone, nearly 6,000 American residents lost their life due to accidents related to cell phone use while driving. Car crashes due to texting while driving have become more dangerous than the threats of drunk driving.

We as high school students have vouched never to use cell phone while driving and have made a community on various social networking websites.

Coming Sunday, we have called for a meeting of teenagers and youth in our locality to share our views and opinions of this sensitive topic.

The discussion will be addressed by our school principal who is an eminent scholar in public administration. We are trying to contact some other senior people so that the discussion can get more media coverage.

We are also carrying out **Silent March** on the same day with all our school students as a mark to express our realization that using cell phone in cars can lead to dangerous accidents and we don't wish to lose our precious friends through such unfortunate incidents.

We request your newspaper team to provide us some media coverage so that our campaign and the idea behind it can get recognition spreading more awareness about cell phone use in cars and its dangerous consequences. For any information and in case you are interested in helping us, please feel free to contact on our school office phone number 364640 - 888 - 7474 or on the address mentioned below.

Yours sincerely,
John Gates (Representative)
High School Students,
St. Patrick's School,
Blue Berry Road,
234 Avenue, New York

Topic ?

The Elliott State Forest near Coos Bay is required to maximize return on the value of the forest in order to provide money for the Common School Fund. However, recent limitations on harvesting due to the presence of the marbled murrelet and other endangered or threatened species has resulted in the forest actually losing money (\$3 million dollars last year). The managers have decided that the only way to return on the investment is to sell off portions of the forest. The first parcels are now up for bid and a number of environmental groups have threatened anyone who purchases them with continued litigation. Write a letter to the editor outlining your opinion on the subject- use, as much as possible, data to support your statements (i.e. "I think this is a bad idea" has no value unless you can support it with facts)

Students can either show up prepared to write or they can bring a completed essay.

April 30, 2014

Name
Business
Street Address
City, State, Zip Code

Name:

The Elliott State Forest near Coos Bay has recently been mired in a struggle between losing money while preserving endangered species and maximizing profit to provide local scholarships. Their last resort to gain return on the investment is to sell off portions of the forest. However, several environmental groups are making that difficult; they have threatened prospective buyers with continued litigation. This leaves the Elliott State Forest in tricky situation: the company will continue to lose money until they sell the tracts of land and potential buyers will be scared off by the threat of litigation.

The sticking point of the situation is continued litigation that the environmental groups have threatened to hold over potential buyers. The environmental groups are rightfully concerned about the status of the endangered and threatened species, such as the marbled murrelet, in the forest land. The Elliott State Forest and the prospective buyers understand the parameters they are allowed to work in; they know what practices and actions are considered punishable by law. However, the environmental groups are proving to be extremely vocal about the status of the threatened and endangered species on the forest land. As long as the buyers observe the regulations associated with harvesting timber on land that encompasses the habitat of the species in question, there should be no reason for continued litigation. The buyers must be aware of the impact their action have on the flora and fauna and the environmental groups must respect the integrity of the purchasers.

The stymied sales and continued lawsuits have affected the local economy and the Common School Fund. The Elliott State Forest and the potential buyers are able to provide jobs for people in the community; they boost the economy by employing people. When more occupations are available, it increases production and revenue, as well as the ability to provide scholarships for students around Oregon. In a roundabout way, the ongoing to litigation from the environmental groups is detrimental to the Common School Fund and preventing intelligent, college-bound students from receiving financial aid. This tangled tale of economics, scholarships, and environmental concerns shows how messy resolving an issue with conflicting interests can be.

The Elliot State Forest should not have to resort to selling off their land to continue to support the Common School fund, yet they are required to do so in order make a profit for local student scholarships by the Oregon Constitution. The potential buyers understand the precarious situation of the threatened and endangered species and must do their best in order to follow the federal guidelines regarding those species. Since this plan was approved by the Governor, Secretary of State and Treasurer, it has continued to cause controversy amongst the conflicting groups. The words of Treasure Ted Wheeler sum the situation up the best: "I'm convinced that there's no such thing as a perfect proposal... But this was a good attempt to balance competing interests."

Sincerely,

Anna [REDACTED]
[REDACTED] Drive
Philomath, OR 97370.

Written Expression

Name: _____ Date: _____

Topic:

Follow the example letter to the editor. You will be graded according to the following guidelines.

Grading:

Name and date clearly written on score sheet	
Properly written and placed return address	
Inside address properly written and placed	
Correct greeting	
Topic statement clearly made	
Body shows clear support for the topic sentence	
Conclusion restates to the main point	
Letter is concise and effective	
Spelling, paragraphing, and punctuation are accurate	
Properly written and placed closing	
Total Points (10 pts possible)	