

Texas Capitol Vietnam Veterans Monument

Sample School Email or Letter

(Name of) High School

Address

City, State Zip

Dear (Principal):

As a Texas Vietnam War veteran, I am very proud that a monument stands on the Texas Capitol grounds to honor my service. I am also very excited that the Texas Capitol Vietnam Veterans Monument has developed a TEKS-aligned educational curriculum that will help engage your students in “21st Century” learning skills as they become historians to help profile our state’s veterans for the online “Living Monument.” I hope you will take a minute to look at this exciting project, which was developed by veterans and teachers. It is located at this link: <http://tcvvm.org/education/curriculum-download/>.

I would also appreciate your help providing me with contact information for the the Social Studies and English department chairs or curriculum supervisors at your school so I can take just a short time to show them the curriculum and find out how I might be helpful should they choose to use it. I would welcome the opportunity to volunteer to speak to classes or assist students with research.

I can be reached at (telephone number) or (email address). I look forward to hearing from you.

Sincerely,

(Name)

(Branch of Service, Vietnam War, years of service)