Kelly Fomalont

226 Sussex Blvd.

Broomall, PA 19008

[Kaf97@pitt.edu](mailto:Kaf97@pitt.edu)

(484)343-2936

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Ms. Pam O’Brien

Associate Director of Public & Professional Writing Program

441 Cathedral of Learning

4200 Fifth Ave

Pittsburgh, PA 15260

Dear Ms. Pam O’Brien:

This letter explains the plan for my report about the charity, Room to Read, stationed in Vietnam. I will describe the intended audience, the purpose of the report and the sources I plan to use.

Room to Read’s mission to spread literacy through the construction of schools and libraries, publishing books, and reading and writing programs supports the next generation of Vietnamese students. Being a consultant for grade two for this charity requires a lot of interaction with Vietnamese teachers, students and parents. These interactions include consulting with native teachers to understand the current curriculum, create a team training plan, and to rally support from parents.

To do all of those acts I must have an understanding of their culture and lifestyle. The interdependence of the Vietnamese people requires mutual respect and understanding through indirect communication. They want to form a relationship off of this basis to make agreements that help the community. Understanding this style holds importance when working in small towns and villages where schools and libraries are most needed.

The sources needed for this report include the Room to Read website, *The World Fact Book*, and the *World Travel Guide.* Considering all of these aspects of the report, I wish to proceed with your permission.

Best,

Kelly Fomalont