### Letters & Emails to Companies or related groups/industries

This section is extremely limited in getting good information these days, remember thousands of 15–18-year-olds in the country will be doing a design project, let alone any college or university design students, so only write or email for information if you must (and include a stamped addressed envelop if you send a letter). If you write a letter, try to send it off as soon as possible. In your email or letter always be polite and keep a copy in your folder, as well as a list if those you have sent it too.

Use the web and a good search engine; this can help you find contacts and usually a name. Email may be the way forward but be specific in your requests.

Only send a letter if you are looking for very specific information, an email maybe better for general information. Remember to search the company’s website first, you may be able to find what you want from there. Many product websites will have the technical information you require or even detail technical sheets which you can download

To find Companies related to your project you need to use a directory, web search or a relevant magazine. If need be, go to the local library they will have these as well as many related trade directories listing people or companies who work in your area of interest. You will probably need to ask the librarian for help as these are usually kept separately. Remember that there are a lot of these in existence that can give you many useful contacts.

29 Trotters Hill Road

 Hoddesdon

 Hertfordshire

 SG1 7QF

 Tel: 01492-111111

 Email: sj@porkpie.com. 20 September 2021

Hasbro Ltd

2 Roundwood Avenue

Stockley Park

Uxbridge

UB11 1AZ

Dear Sir/Madam

I am writing to enquire whether you can help me. I am currently a year 11 student and studying for my GCSE Design and Technology at the Ted Hastings School, Trotters Hill, Hertfordshire. For my final design and make project I have decided to design a travel game. In order to do this I need research on existing games on the market, especially travel, portable or unusual games.

This project accounts for 50% of my final grade and is taking over two terms to produce. I would be grateful if you could send me any information that might be useful either about existing products, how games are designed or any details about how travel/portable games are designed differently.

I thank you for your time and I enclose a stamped addressed envelope to help you with the reply

Yours faithfully

Sabrina Spellman