

# CAL POLY

California Polytechnic State University  
San Luis Obispo, CA 93407  
Industrial & Manufacturing Engineering Department

**D**ear Friend of Cal Poly,

I have written this letter to assist our project management students who are contacting local businesses regarding a worthwhile community service project. Any assistance that your business can provide will go toward a great cause and will be greatly appreciated.

This spring my project management class will renovate the home of a local deserving senior citizen. The purpose of the project is to allow students an opportunity to learn project planning and management skills while at the same time make a contribution to the community. Our selected clients, a delightful couple both in their late sixties, have been dealing with the challenges of disability for many years. As the victim of a violent crime twenty years ago, the husband suffered a traumatic head injury, forcing early retirement. Seven years ago, a failed knee replacement and severe infection forced his physician to fuse his right leg. A fall after coming home from the hospital required a subsequent hip replacement. He is now wheelchair bound and cannot be left alone. His wife is his primary caregiver and because their funds are limited she can afford only a few precious hours a week of outside care. Due to his disability his care requirements are very heavy and physically draining for his wife. It is our goal to improve the safety and comfort of their home and with the possibility for completion of a roll-in shower and other household projects that would otherwise go undone, bring great comfort and hope for both of them.

The challenge for the students is to plan and schedule the work and resources to assure that the entire project can be completed in only three days at the end of May before the school quarter ends.

We receive no funding with which to perform the work for this project and depend entirely upon the generosity of businesses and individuals in the community. We will be in need of a wide range of materials. These include flooring materials, nails, drywall, drywall supplies, paint and paint supplies, electrical and lighting materials, cabinetry, and plumbing items, just to name a few examples.

Your donation is tax deductible, and we will provide you with appropriate documentation for tax purposes. We will also recognize your contribution in the Cal Poly Honor Roll of Donors published each fall.

Thanks in advance for your thoughtful and generous contribution.

Sincerely,



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