

## E-MAIL PROPOSAL EXAMPLE



## Sample E-Mail

Date: November 1, 2007

From: Jane Smith [jane.smith@utah.edu]
To: Dr. Neil Cotter [necotter@ece.utah.edu]

Re: ECE 3940 Proposal – Impedance Circuits Tutorial

Dr. Cotter:

As you requested, here is my proposal for the Technical Poster assignment in ECE 3940. Our team plans to explain the dependent-source-elimination method for solving electronic circuit problems. Our team consists of myself, Judy Wilson, Joseph Martinez, Dana Sherman, and Earp Wyatt.

The poster will explain how a resistor may substitute for a dependent source in a circuit. A systematic approach, based on the principle of superposition, for determining the value of the resistor will be explained. A simple example circuit, consisting of two resistors, one independent source, and one dependent source, will illustrate the method.

We hope this proposal meets with your approval. Please contact me if you have any further questions.

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