October 18, 2016

Dr. Firstname Lastname

University of Anywhere

Address

City, State ZIP

Dear Dr. Lastname:

We have completed and are submitting the Word project required for CIS XXX. The group submitting the project is comprised of the following members:

*List of members*

On each of the following pages, a college event is described. Each group member contributed a page, working with a document shared on SkyDrive. The collaborative project is completed and submitted according to your directions.

Event 1 Description

Event 2 Description

Event 3 Description