Citing a Letter from a Website in *NoodleTools*
Under Sources, Click + Create new citation
Select website.
Select Letter or Memo
Citation has 2 Containers:

Website

Letter
Website names are usually prominently displayed near the top of the site itself.
Publisher of the Work

Check bottom of website for copyright symbol to locate publisher, or look for citation information.

**Note:** Leave blank if publisher name is same as site name.
Copy/paste the full URL. Look for a permalink, if available.
Fill in the date you last accessed the letter online.
Complete using information about the original letter.
Five Letters Written to Eleanor Roosevelt by Pennsylvania. 1933-1936

December 29, 1933
Duquesne, Pennsylvania

President Mrs. Roosevelt

I am a ten-year-old little girl turning towards your kind heart in the name of 136 children from Duquesne that go to the St. Stephens School. I went in the paper of your kindness that what a kind Santa Claus you were towards your poor people. I’m too, turning towards you for some favor if you would please listen to me. We would like to have a bus on which we could go school from Duquesne to McKeesport. We have to walk and we cross the Monongahela River. Some of the smaller children don’t have good clothes, and we almost freeze when we cross that river in this kind of cold weather. We can’t collect any money for the bus because the people are all poor. Our school has been built two years ago had big mortgage that can’t help us either. Dear Mrs. Roosevelt I always think of your love and know that you will help us. I know that your heart is kind towards the poor. You did a lot for our country too. We will always remember you like we remember George Washington. Excuse me if I can’t write you such a good letter that should be written to you because I’m too young and nobody didn’t help me to write this letter. I know that you will help the children some. I thank you even before you help us. I hope that everybody will remember you till this country stands and I pray until you live so that you would be happier this new year than you were before. If you would listen to me for what I am asking please notify Sister Mary F....

Sincerely Yours,

1. Phil. Penna.
Who wrote the letter? Be sure to use Author role.
Who is the letter addressed to?
Be sure to use **Recipient** role.
Date Authored

Fill in when the letter was written.
Click Submit
Here is the completed citation. You may always go back and edit.

<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>URL</th>
<th>Date Accessed</th>
<th>Details</th>
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</thead>
</table>
Under **Options**, Click **Edit annotation** to create the annotation for this source.
Under **Options**, Click **In-text reference** for help with Parenthetical Citations.