***Hillside High School***

100 School Road Telephone: 422-555-3471

Miami, FL 30345 Fax: 422-555-6652

November 12, 2010

Dear Sir or Madam:

I am a freshman at Hillside High School. Along with my studies, I also play clarinet in the school band, and am a member of the soccer team.

Because of recent budget cuts, there is a possibility that Hillside’s after-school arts and sports programs will be cancelled. If possible, we would greatly apreciate it if you could make a donation to the school’s After-School Program Fund. Even a small donation will make a big difference in keeping these programs alive.

Thank you for your support!

Sincerely,