

YOUR NAME HERE
Address
Philadelphia, PA 191XX

November 27, 2008

Mr. Stan Pokras
1524 Brandywine Street
Philadelphia, PA 19130

Dear Mr. Pokras:

My name is John Jones and I am a 9th grade student at South Philadelphia High School. Mr. Verlin, an English teacher at the school, informed us that N.T.R. provides free computers to high school students who need them. I don't have a computer at home. If I can get one, then I can use it to do my homework and do research. Thank you for the opportunity.

Sincerely,

Your signature here.

Your name here