Mr. Kenny Assmus (THIS IS YOUR NAME AND ADDRESS)

2275 W. 300 N.

Lehi, UT 84043

September 27, 20 (THE DATE)

(Quadruple Space---Shift + Enter 4 times)

Ms. Jenna St. John

219 West Greene Road. (THIS IS THEIR NAME AND ADDRESS)

Houston, TX 77067-4219

Dear Ms. St. John

Ms. Anne D. Salgado, my teacher, told me about your company's **Computer Learn Program**. She speaks very highly of your company and the computer program. She thinks I would benefit greatly by taking this course. After learning more about the program, I agree that the course would help me.

I am in the seventh grade at Taft School. I have completed a computer applications course. I learned to use spreadsheets in word processing reports. I have also taken a programming course. It introduced me to Visual Basic and HTML. I developed and maintain a Web site for my baseball team. A copy of my last grade report is enclosed.

I would like to visit you to talk more about the summer program. Please telephone me at (713) 196-0421 or email me at [dougr@suresend.com](mailto:dougr@suresend.com) to suggest a meeting date. I can meet with you any day after school. Thank you.

Sincerely

(Quadruple Space---Shift + Enter 4 times)

Mr. Kenny Assmus