

Example

Date: March 13, 2003

To: Chief Rocha:

From: Regina Sanders #921

Re: 100 Club Educational Scholarship

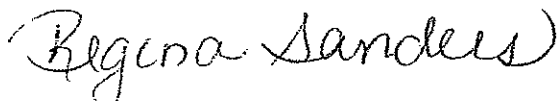
Dear Chief Rocha:

I respectfully request your recommendation in receiving an educational scholarship from the 100 Club towards my Bachelor in Criminal Justice.

I will be completing my Associates of Arts Degree with Tomball College, May of 2003. I feel furthering my education will benefit my performance for the department. I plan to complete my degree at Sam Houston State University within the next four years.

I greatly appreciate your time and if you need any further information, please let me know.

Sincerely Yours,



Regina Sanders