



Independent School District

Central Office
7200 Spring-Cypress Road
Klein, Texas 77379-3299
832.249.4000

Police Department
16503 Stuebner-Airline Road
Klein, Texas 77379
832.249.4266

March 25, 2003

The 100 Club Inc
2603 Augusta Dr. Suite 840
Houston, Texas 77057-5638

Example

Dear Mr. Hartley,

Enclosed is a letter from Officer Regina Sanders requesting scholarship assistance from "The 100 Club". Officer Sanders is working toward a Bachelor's of Science in Criminal Justice and is planning on attending Sam Houston State University in Huntsville Texas.

Officer Sanders began her employment with the Klein ISD Police Department on April 11, 2000. She is presently assigned to night shift patrol of the campuses and administration locations in the district.

We are very pleased to hear of her plans to continue her education. I recommend her to you without reservation. In the event that you approve her request, I am confident that she will honor your trust in her.

Sincerely,

A handwritten signature in cursive script that reads "Chief Rocha".

Guadalupe Rocha
Chief of Police
Klein Independent School District

GR/dmg