

April 23, 2003

Example

Mr. Rick Hartley
Executive Director
The 100 Club
1233 West Loop
South, Suite 1250
Houston, TX 77027

Dear Mr. Hartley

I respectfully request permission to be considered for acceptance in the 100 Club Scholarship Program towards my Bachelor degree in Criminal Justice. I have been accepted at Sam Houston State University with Criminal Justice as my declared major. I have enclosed a letter of recommendation from Chief Rocha, and a letter stating I have been accepted at Sam Houston State University.

I appreciate the opportunity to be considered for this honor, and thank you very much for your time.

Sincerely Yours, ,

Regina Sanders

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