

8503 Kirby Dr.
Houston, TX 77054-8220
May 5, 20--

Ms. Jenna St. John, Personnel Director
Regency Company
219 West Greene Road
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 also have taken a programming course. It introduced me to Visual Basic and HTML. I developed and maintain a website 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) 555-0121 or e-mail me at dougr@suresend.com to suggest a meeting date. I can meet with you any day after school. Thank you.

Sincerely

Douglas H. Ruckert

Enclosure

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