

6894 Maddux Drive  
Cincinnati, OH 45230-2411  
March 6, 20--

Mr. Donald Rosenthal  
H & R Specialty Company  
876 Neeb Road  
Cincinnati, OH 45233-0876

Dear Mr. Rosenthal

Your company name was given to me by my math teacher, Miss Laura Eggleston. She spoke with you at the Tri-County Teachers of Mathematics Conference last month.

I am the secretary of the Calculus Club. We need to purchase a variety of specialty items for a fund-raiser. We need to raise at least \$650 to support the members of the Calculus Club who will participate in the Math Games in May.

Please send us five copies of your current catalog so that we can review the items you have available and make our selections. We also need a list that shows the current price and the profit margin for each item.

Please send an e-mail to Miss Eggleston at [eggleston@zoom.net](mailto:eggleston@zoom.net) if you need more information quickly.

Sincerely

Cora Nester  
Calculus Club Secretary

c Miss Eggleston

**73 D LETTER**