Kevin Lopez,

California

18 June 2000

Mr. William Perez,

Director,

Williams & Co.,

California, USA

Dear Mr. Perez,

I write to you on behalf of our non profit organization “Hope”. We at Hope are responsible for the education of several deserving yet under privileged students.

My intention behind writing this letter is to ask you a favor of sponsoring a few students this year. We have heard that you appreciate such philanthropic works and are always ready for such a contribution. Our students are from University of California and the sponsorship will be handed over by your company. We just organize things on your behalf. I will call on you this Friday to discuss the benefits of being a sponsor in person.

Thanks in advance for your consideration.

Best Regards,

Kevin Lopez,

Chief Organizer