Karen Garcia,

Dortmund

16 June 2000

Mr. Mark Anderson,

Coordinator,

DM University,

Dortmund, UK

Dear Mr. Anderson,

I am Karen Garcia and am in the final semester of Designing course from your university. My roll is D56767. Mrs. Kate Hudson had recommended that I write to you regarding my request.

Mrs. Hudson had informed that the university gives financial grants to under privileged students. My financial status equals the conditions mentioned for applying for grants. Hence I request you to brief me on the necessary papers needed for applying for the same. I also would appreciate if you can send me the form as well. All details about the process are also needed. I would be greatly obliged for your favor. I enclose a stamped envelope for the asked paperwork.

Thanks and regards,

Karen Garcia

Enclosed (1)