Date: June 1st, 2010

Mr. Tom Walter

Assistant Executive Manager,

ABCD Corporation,

123 East, Bland Street,

Charlotte, NC - 28203

Dear Mr. Tom Walter,

On behalf of the Faculty and Administration of Alpha Institute of Technology, I sincerely wish to convey our gratitude for your generous offer towards scholarship for this semester to best student in Electronics & Communication Engineering department studying in sophomore year of Alpha Institute of Technology. The dean of Alpha Institute of Technology has duly appointed a committee comprising of four faculty members who would recommend the best student eligible for scholarship and soon as the recommendation is submitted, I shall be pleased to inform you the name of the intellectual.

I am very much sure that your generous scholarship to the best student of our institute will help very much not only to Electronics & Communication department but also reconstruction and rehabilitation of our technical institute.

Sincerely yours,

Michael Cole

Executive Manager.