From,

Mrs Thompson,

Principal,

New Model School

To,

The final year students

Dear students,

This letter is written with the intent of providing the right kind of guidance to all the final year students. We hope that all the students who are going to appear for the exams of the final year will not only pass out the exam but will also secure great marks. After the final year, many shall opt for the further studies and this is the exact reason why this letter has been drafted. The business school of the Yate has the best academic arrangements and hence it is highly referred by me.

One gets the opportunity to choose their stream from a wide range of options and hence it will highly deserve for those desiring for a future in the business field. Choosing the right university and the right business school can prove to be a daunting task and hence I am drafting this letter to extend some final help.

Yours faithfully,

Mrs Thompson