February 2, 2010

Mr. Geoffrey Gaskell

Marylebone Road

London, NW3 5HT

Dear Mr. Gaskell,

I write to you in behalf of school, a local school that was established by a generous businessman to provide education to poor children.  We have been helping needy children since 1995 and currently have 200 students.

This year, we hope to extend our service by opening another class for children with special education needs.  In our many years of service, we have encountered numerous children who could not be schooled in the regular classes due to various disabilities.

At present, we do not have enough funds to put up the special education class.  For this reason, we are hoping for your kind donation to support this project.  It will be a great service to the children, and the nation as well, who are in dire need of our attention.

Please contact us at 020 7873 7474 if you have any inquiries.

Thank you.  We anticipate your favorable response.

Very truly yours,

Mrs. Shirley Rothwell