From,

Mr Andre Potter,

Potter House,

Woodstock lane,

Denver

To,

Mrs Rosanna,

Principal,

St Theresa School for the Handicapped,

Denver

Dear Mrs Rosanna,

I, Mr Andre Potter, am writing this letter to put forward my wish to make some donation for the education of the specially-able children of your school. I have attended the workshop and exhibition organised by your school and was absolutely stunned by the efficiency with which the articles on display have been made by these children. These children can give any healthy person a run for their money with their creativity.

Your school is doing a noble cause of teaching them and exploring the talent which they have. I wish to do my part of contribution to this cause and if possible, I would like to share my knowledge and specifications on several subjects with these kids. I am expecting a reply from your side as to how I can contribute to educating these talented children. I am hopeful that school shall provide me an opportunity to interact with the children.

Yours sincerely,

Mr Andre Potter