

4579 Asphalt Drive

Morrow, OH 45152

March 3, 2010

University of Texas

Admissions Office

Austin, TX. 52346

To Whom it May Concern:

(Paragraph One) Introduce yourself.

(Paragraph Two) Tell them about your project.

(Paragraph Three) Ask them to send you brochures or pamphlets about your college. Thank them in advance.

Sincerely,

(Sign your name)

Mrs. Carter