Basha High School

5990 S. Val Vista Dr.

Chandler, AZ 85249

Date: (Month day, year) (August 7, 2023)

Name of receiver (if you don’t know this just put company name and leave off receiver/position, etc)

Position /title

Street address

City, state zip

Dear Mr. Jones:

Your introductory paragraph should introduce you as a student at BHS and the Basha Gives Back Initiative. (4-5 sentences)

Your 2nd body paragraph should focus on your request (whichever bullet point you chose from above). Be sure to explain why your cause is important as well as the passion behind it. Also, make sure that you include dates and any other important specific information that they need from you. (6-10 sentences).

Your closing paragraph should be thanking them for their time and giving them your contact information, so they can contact you. You should also mention that you look forward to working with them or hearing back from them. (3-5 sentences).

Thank you for your time,

Preslie Agostini