From

Kenneth Baldwin

Office Manager

STL Supplies Inc.

72nd Factory Lane

Detroit, Michigan, USA

To

Michael Rhodes

Manager

Human Resources

STL Supplies Inc.

Dear Mr. Rhodes.

I am aware that our company, each year, hands out a fully paid scholarship to one deserving student for college education. I am also aware that employees of the company can nominate students on their behalf. Therefore, I am writing this letter to nominate Ms. Samantha Burke.

She is the daughter of my neighbor, Steven Burke. The Burkes are a very good family and are loved by everyone in our residential community. Samantha is in her final year of high school and is a good student. Her family cannot afford to send her to college as their youngest daughter suffers from cancer and has to undergo expensive treatments.

I feel that Samantha truly deserves this scholarship as she is a model student. Her family, despite their personal problems, does a lot for the community and is always there to provide help. Therefore, it is only fair that their daughter gets chance to fulfill her ambitions. Please do consider Samantha Burke. I can also make myself available for a personal meeting to further discuss the opportunity for Samantha. Thank you.

Sincere Regards,

Kenneth Baldwin