ABC College

100 Main Road

PAARL

7646

*Type today’s date here*

Dear Reader

DONATION FOR COMMUNITY PROJECT

We are students at the local ABC College who participate in a community volunteer project. As volunteers at the Hope Care Centre, we want to provide the children with one hot meal per day. Our group takes responsibility for one week of help.

The Hope Care Centre relies on both the financial and physical support of donors and volunteers. We need any form of donation, whether it is money or any preserved food. If you can support us, we can extend our project for longer.

Will you please consider it? The funds are well managed by the treasurer of the care centre and financial reports will be available to any interested party.

For more information or for contributions, please contact Miss Ann Brown at 082‑112 2333.

Yours sincerely

Ann Brown (Miss)

STUDENT GROUP LEADER

*Students should use the Tab, Caps Lock, Shift and Enter keys correctly.*

*[10] Marks for accuracy*