Spacing

On Arrow

1.

2.

3.

September 6, 2007

4.

Dr. Garett Muse

Cottonwood High School

5715 south 1300 East

Salt Lake City, UT 84121

5.

Dear Dr. Muse:

Do you need someone to provide great music at your next high school stomp or formal dance? I have been providing music for high school dances all over the Salt Lake Valley for the past five years. With a large selection of the latest and greatest dance hits, we can make your school dance one that won’t soon be forgotten!

6.

I have enclosed my business card. Please contact me as soon as possible – my calendar is filling up quickly and I want to be available when you need me. I look forward to working with you.

7.

Sincerely,

8.

Jennifer Sant

Owner

9.

xx

Enclosure

10.