100 Whatever Street

Wherever, FL 01234

2/7/13

Hamilton High School

30 Boston Neck Road

North Kingstown, RI 02852

Dear Sam:

Congratulations on your upcoming hi school graduation. Halve you decided whether you’ll be going on to college? Do you know what you’re next step will be? Let us hear at Florida State University aide you with that search. We offer more than 100 degrees and certificates which will lead you down the path of your dreams. With all of our offerings, we know there is a program here made just for you.

A representative from Florida State will be meeting with students from Hamilton Hi on Monday of next week, and we would like to schedule an appointment to meet with you to discuss you’re future. Sum of the things our representative will go over with you are your interests, hour programs including financial aid, and he will leave you with packets of information to bring home for you and your family to brows threw.

You should have already received an appointment request from in the mail. We will need you to fill out the form and return it to your guidance counselor as soon as possible. We will schedule your appointment around your class schedule. Please do not weight. Your future depends on it.

If I can be of further assistance please don’t hesitate to contact me at 555-888-1234 or by email at: Andrew.coyne@floridastate.edu. You will not be sorry you took the time to meet with our representative. Florida State can make all of your dreams come true.

Sincerely,

Andrew Coyne

Admissions Counselor