Simon Technology High School

10720 Wilmington Ave.

Los Angeles, CA 90059

September 9, 2013

Admissions Officer

Biola University

13800 Biola Ave.

La Mirada, CA 90639

Dear Admissions Officer.

My name is Gina Manning and I am a freshman at Simon Technology High School. Ours is a College Ready Academy that helps us prepare for higher education. Our school promotes college awareness, provides SAT prep and helps us with financial aid and college application procedures. My goal is to attend a four-year university upon graduation and to major in education. My current G.P.A. is 3.75, so I feel I am well on my way! My interests include dancing, reading and traveling.

I am writing to you today to ask for a donation of a pennant for our classroom in order to make it a college-bound environment. It would be great to have your college represented in our room. I think just being aware of the colleges that are available for us is one way to keep us motivated on our road to college success!

Thank you very much for your time and in advance I’d like to thank you for any donation that you could make to our classroom.

Sincerely,

Gina Manning

Simon Tech Student