100 Whatever Street  
Wherever, FL 01234  
Current Date

Spell Check/Auto Numbering Computer Applications

Samuel Hicks  
Hamilton High School  
30 Boston Neck Road  
North Kingstown, RI 02852  
  
Dear Sam:

Congratulations on your upcoming hi school graduation. Halve you decided weather you’ll be going to on to college? Do you no what you’re next step will be? Let us hear at Flordia State University aide you with that search. We offer more than 100 degrees and certifications witch will lead you down the path of your dreams. With all of our offerings, we no there is a program here maid just for you.

A representative from Flordia State will be meeting with students from Hamilton Hi on Monday of next weak, and we wood like to schedule an appointment too meat with you to discuss you’re future. Sum of the things our representative will go over with you are your interests, hour program degrees and certificates, our admissions policies, our lon programs including financial aid, and he will leave you with packets of information to bring home four you and your family to brows threw.

You should have already received an appointment request form in the male. We will knead 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 dew not weight…your future depends on it.

If eye can be of futher assistance, plase don’t hesitate to contact me at 555-555-6327 oar by email at: [andrewconyne@floridastate.edu](mailto:andrewconyne@floridastate.edu). You will knot be sorry you took the time to meet with our representative. Florida State can make all of your dreams com true.

Sincerely,

Andrew Coyne  
Admissions Counselor