

Your Name	Address	City	ST ZIP Code	Recipient Name	Title	Company Name	Street Address
Nemo	Jl. Asia 11	Medan	20131	Maria Angelin	Mrs.	PT. CBA	Jl. Pulo Gadung 12
Noah	Jl. Barat Daya 13	Medan	20135	Merlyn	Ms.	PT. Galang Jaya	Jl. Pinang 124

Data Master

[Your Name] [Address]
[City, ST ZIP Code] Oktober 16, 2016

[Recipient Name] [Title]
[Company Name] [Street Address]
Dear [Recipient Name]:

We are all aware of the toll that addiction can take on our community. The halfway house is a project organized to tackle the problem head-on.

With the help of city service agencies and law enforcement agencies and the cooperation of the judicial system, certain teenagers are offered a one-time opportunity to participate in this program. These young men and women are given intensive counseling, job training, and other skill enhancements needed to become productive citizens. Approximately 85 teenagers each year graduate from this two-year intensive program.

This year we have expanded our operations, and we need your help. We are inviting you to join our executive board of directors. The board consists of business professionals such as you, who can assist us in directing, organizing, and implementing the large fundraising campaign that we must undertake soon. The executive board meets the first Tuesday of each month, and select committees meet an additional one or two times a month.

Please join us. The halfway house and the teenagers who live there need you.

Sincerely,

Name

