

December 6, 2016

Ms. Donna Willis

Day Shift Cashier

Business Name

Street Address

City, State, Zip code

Dear Ms. Willis;

Thank you for expressing your confidence in the 2016-2017 Holtville Middle School yearbook. Your support of our school and its programs will be obvious to our readers when the book comes out this spring— and for many years to come.

We have attached your receipt for your tax records. We are here to serve you in your advertising needs. Please feel free to call on us at any time if you have any questions.

Sincerely,

Brae Lee Morris

HMS Yearbook Staff Representative

Ms. Melissa Ward

HMS Yearbook Sponsor

