

***Creating My Story Lesson Four:
Sample College Information Letter***

June 3, 2008

Dr. June Woodenleg
Admissions Director
Eagle Crest College
7853 Tumwater Way
College Station, Washington 98555

Dear Dr. Woodenleg,

I am a middle school student at Eagle Crest Middle School. I am planning to go to college and am interested in Eagle Crest College.

Please send me a catalog, application form, financial aid forms, American Indian scholarship information, and any other information that will help me learn about your school.

Thank you for your assistance.

Sincerely,

Sally Deerwater

Sally Deerwater
2964 Birch Bay Rd
College Station, Washington 98555