

# Marengo Elementary School

1400 Marengo Ave.  
South Pasadena, CA 91030

(Month) (day), (year)

(name of person you are writing to)  
(Street address)  
(City), (state) (zip code)

Dear (name of person you are writing to),

(This is a short paragraph. Write about who you are and why you are writing to them. Is this your favorite store? Tell them why you love their business so much!)

(In this paragraph explain what our school project is. Make sure to mention our Classroom Economy System. Tell them what it is, why you get paid, and what you're saving your money for. Let the business know that any donation will do for our end-of-the-year auction.)

(Conclude by restating what you want. Give them my name, number, and email address in case they need more information from me. [**Mrs. Orozco, (626) 441-5850,** [jorozco@spusd.net](mailto:jorozco@spusd.net)] Make sure to thank them for reading your letter even if they can't donate.)

Sincerely,

Your signature goes here! Use the draw tool. Go to **Insert, drawing, scribble** (select line)

(Your Name)