
JORDAN COOPER

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Mr. Raymond Stevens
The Stevens-Hiller Memorial Fund
29 Washington Avenue
Anytown, USA 12345

Dear Mr. Stevens:

Thank you for inviting me to interview with you last Saturday. I appreciate the opportunity to meet you and share a bit about my education and career plans, volunteer work and employment this year on campus.

I'm particularly glad though, that I now have faces linked to the names I've been seeing on paper! Your tag line – "Committed to excellence in education" – means more to me now that I've talked with you in person and understand the way you and your family help students like me meet the high cost of college.

I have enclosed a copy of my current grade transcript, and will also send an updated version when this semester's classes end.

With appreciation,

Jordan Cooper

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