

123 Merry Lane
Happyville, GA 12345
August 1, 2013

Mr. James Stanley
682 Busy Street
New York, NY 19602

Dear Mr. Stanley:

My name is Mackenzie Smith, and I am ten years old. I recently tried one of your company's new book lights for kids. My grandmother bought me a green Bookworm Light for my birthday, and I was very excited to try it when we went camping. It worked perfectly! It let me read for hours after my little brother had fallen asleep in our tent, but it wasn't bright enough to wake him up. I really like the cute bookworm design, too.

I am writing to ask if your company would be willing to donate some of your Bookworm Lights to a project that my friends and I are doing. We are putting together backpacks for fifteen kids in our community who can't afford them, and we're packing them with items that will help them in their school year. We think that your book light would make a great addition to our backpacks and encourage kids to read more! If you are willing to donate these items, you can mail them to me at the address at the top of this letter. If you have any questions, you can call me at (404) 927-1628.

Thank you for considering my request!

Sincerely,

Ms. Mackenzie Smith