

12831 N. 6th Place
Phoenix, AZ 85020
January 28, 2004

Steve Whitman
President
Performance Builders, Inc.
9121 N. 43rd Avenue
Phoenix, AZ 85051-5700

Dear Mr. Whitman:

I am writing to thank you for allowing Maria and me to use your office as a workspace as well as to compliment your wonderful organizational skills. Maria and I, as you know, have been in your office multiple times in the past few days writing letters to raise money for our community service trip to Pucallpa, Peru, where we will work with impoverished children. Not only did you allow us to use your office space, but also you helped us greatly by providing us with a list of possible contributors. Without your assistance, I don't think we would have been able to raise enough money for such a trip.

We recognize that accommodating our request for office space required flexibility on your part, but because of your exemplary organizational skills and assistance we were able to accomplish our objectives without disrupting your daily routine. Every time we needed office supplies, such as pens, highlighters, envelopes, or paper, we were able to find them with ease. Your donations of the materials and postage needed to send over one hundred letters are most appreciated. We could not have done this without you.

You have helped us greatly this past week. Your generosity will not only provide us with the opportunity to make this trip possible, but will also be a great benefit both to the children in Pucallpa and us. Again, we thank you for your help.

Sincerely,

Amy Fynmore

Amy Fynmore

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