

Sender's Address → 2468 Oceanside Drive, Ocean City NJ 08226

Date → November 22, 2020

Receiver's Address → Mr. Lawrence Jefferson
Community Outreach Liaison
Oceanic Aquatics and Associates
369 Atlantic Ave.
Ocean City NJ 08226

Greetings → Dear Mr. Jefferson

Subject → On behalf of The Will to Serve Youth and Young Adults Outreach Program, we would like to extend a warm thank you for your financial contribution as well as assistance in helping our program provide the assistance and resources our youth and young adults need to get the appropriate training and skills development experience needed to successfully obtain stable employment.

Body → We are inviting you to join us as we celebrate our 10 years of successful community service. We would love for you to be our guest speaker as well as receive the "Supporter of the Year Award" as we acknowledge your organization for its wonderful contribution to our high success rate this year. To show our appreciation, our youth and young adults have put together a special skit they would like to perform for your organization as well as made a special appreciation plaque which they would like to present to you on this day. It will be held Saturday, December 12th at 6:30 pm. Please contact us at (510) 236-9876 if you can attend. We will provide further information during your call. We look forward to celebrating our 10th anniversary with you. Have a wonderful day.

Closing of the Letter → Respectfully Yours,

Signature → Tammy Wilson Co-founder