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2015-12-02

Bluescreen Computer Repair
630 Eglin Pkwy NE
Fort Walton Beach, FL 32577

Dear Sir or Madam:

I am one of the committee members helping to put together the 2016 version of the annual Computer Tech Expo that has been held at the Northwest Florida State College for the last nine years. The upcoming, 10th annual event is scheduled for 30 January 2016. Note the event is run by volunteers from the community, and no fees are charged for admission.

In past years, the college has provided us the venue free of charge, but this year we must raise approximately $600 to pay for the college's costs. Thus we are forced to ask for financial help. Several of our local computer clubs have volunteered $50-$100 each, and for that they will get to have a sponsor table to advertise their club and recruit new members. We are asking you to contribute $50 toward our expenses, and for that contribution we will provide:

* a table in our sponsor room to conduct such business as you wish
* your logo and a short message in our flyer that will be distributed to our mailing list as well as other places in the Niceville area

Attached for your information are (1) a draft flyer for the 2016 event and (2) the schedule for last year's event.

I am happy to meet with you any time if you wish to get more information about our community event or wish to become a sponsor (sponsor checks should be made out to "Carl Lofstrom").

With warmest regards,