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2015-12-02

Ms. Heidi Gentry-Kolen
Chair, Business and Computer Sciences Dept.
Northwest Florida State College
100 College Blvd.
Niceville, FL 32578

Dear Ms. Gentry-Kolen:

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. Current information on the event can be seen on our web site: <https://computertechnwf.org>.

We respectfully request your help in advertising our event among the students and faculty in your department. Attached for your information are (1) a draft flyer for the 2016 event and (2) the schedule for last year's event. I will be sending you copies of the final flyer and schedule after they are released. I am happy to meet with you any time if you wish to get more information about our community event.

Thank you for your attention.

With warmest regards,