December 15, 20--

Ms. Marilyn McDowell

1572 Holly Drive

Cincinnati, OH 45202-1000

Dear Ms. McDowell

Thank you for your kind words concerning our company. We recently received your request for complimentary horseback riding trips for your fund-raising event, and we appreciate the importance of this request. Star River Resort receives over 400 requests each year from organizations working to fund worthy causes. Requests come from our guests, the local community, and from individuals in other states and countries. While we cannot honor all requests, we are pleased to help you with your worthy cause.

We are enclosing two gift certificates for half-day horseback riding excursions along the New River. You may purchase additional gift certificates for Star River Resort horseback riding excursions. Each certificate is good for one year and for any day except Saturday. The cost of the gift certificate is $40 per person plus 6 percent sales tax ($42.40). This amount helps to cover our handling fees and some fixed expenses and is well below our retail price. Hopefully, you can auction the additional gift certificates for an amount that will allow you to make a fair return. For fund-raising purposes, you may purchase a maximum of four gift certificates per year. If you would like to order a gift certificate, please contact Joe Coward, administrative assistant at Star River Resort. Upon receipt of your check or credit card information, you will receive a lovely portfolio that includes brochures and gift certificates.

We hope that your fund-raising event is successful. We value our business relationship and hope to see you at Star River Resort soon.

Sincerely

Robert Jackson, Manager

Marketing and Communications

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