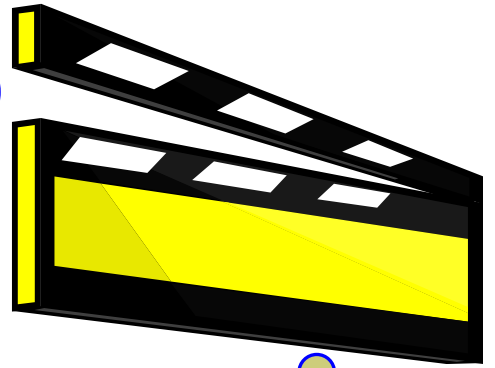
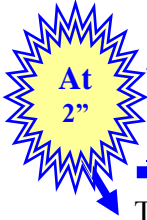


Tosa West Productions

111400 W Center Steet
Milwaukee, WI 53222
Phone: (414) 773 - 3030
<http://www.westprod.com>



Today's Date

Quadruple
Space
(4 Returns)

Director of Programming
The Bushman Studios
The Greybar Building
New York, NY 10017

NORMAL style gives you 2 blank lines when you hit RETURN/ENTER. Use SHIFT + CNTRL to force a single return

NO SPACING gives you a single line with RETURN/ENTER

Double Space

Dear Sir or Madam:

Double Space

Congratulations to you for your fine "School of the Air" shows. It looks like the great ratings they get here in Wauwatosa reflect the high levels of interest that the rest of America has for your program. Each week, we look forward to your featured stories.

Double Space

I shall be in New York on February 22 with three of our producers. We will be presenting some pilot programs to CBS. We would be most grateful if we could obtain tickets for a broadcast of your show. Being from a small production studio in a rural community, it would be wonderful to watch how the professionals in New York operate.

Double Space

In the past, you have always been more than generous with your support and assistance. I certainly have appreciated your help in the past and look forward to returning the favors. I hope that you will let me know soon that we can have four tickets.

Double Space

If you cannot help us watch the production of a "School of the Air" session, perhaps you can suggest another production that we could observe. In any case, your suggestions and help are always greatly appreciated.

Sincerely,

Double Space

Please use **TIMES
NEW ROMAN,
size 12 font.**

Your Name
Executive Producer

Quadruple
Space
(4 Returns)

Margins

- ✓ 1" Top
- ✓ 1" Bottom
- ✓ 1.25" Left
- ✓ 1.25" Right

**Mixed Punctuation – Dear Joe:
Sincerely,**

**Open Punctuation – Dear Joe
Sincerely**

Letterhead starts at .5" from top!

