Top Margin--

13811 Seagonville Road
Dallas, TX 75253-1380
October 15, 2012

Ms. Luz Ruiz
3707 S. Peachtree Road
Mesquite, TX 75180-3707

Dear Ms. Ruiz

I am a student at Holton High School. My teacher has asked me to invite you to make a presentation on how my classmates can lessen the risk of having their identity stolen when using the Internet.

A few classmates have already fallen victim to this crime. Mrs. Young, our computer applications instructor, wants all of us to be aware of what we should do to lessen the chance of having our identity stolen. Mrs. Young heard you present on this topic at a teachers' conference last month. She recommended that we invite you since you are an expert in this area.

If you want, you can e-mail me at doyle@gateway.com or call me at 432-555-0135 after 3:30 p.m. to discuss this in greater detail. Thank you.

Sincerely

Ms. Janet Doyle

Side Margins--

Body
Complimentary Close
Date
Letter Address
Return Address
Salutation
Writer

LIVEWORKSHEETS