



October 02, 2020

PAPER DEPOT

9 St. 10 Avenue
Los Andes Nbhd
San Pedro Sula, Honduras

Attention: Sales Department

Subject Line: Order Supplies

Dear Sirs:

This year, I am continuing my practice of purchasing the school supplies. The main reasons for this being: 1.) We work at tables a lot, in small groups, and it is logistically easier for us to have caddies of materials that are shared by each of the group members. All kids have access to all the same kinds of materials. 2.) We have several specialized items at this age level that parents often have difficulty finding and spending time trying to locate a store with the item, for example, primary composition notebooks. 3.) I am able to use my teacher discount to purchase many of the items, therefore combined with purchasing them on sale it greatly reduces the overall cost you would have to spend on the supplies. Instead I ask parents to send in \$20.00 to cover the cost of their child's school supplies.

I have included a list of supplies that will be purchased on the back of this letter. I do realize, that there is a certain amount of excitement in shopping for schools supplies. So if your child has the "back-to-school" bug, you could pick out a two pocket folder with a special design or picture to bring to school.

Sincerely yours,

Mr. John Smith
General Manager

11th St. 10 Ave. Los Andes Nbhd

sycom@gmail.com

San Pedro Sula, Honduras