



# Luke OverHill

347 S. Central Ave  
YourCity, CA 99999



Phone: (555) 555-1212

Fax: (555) 555-1213

Monday, June 04, 2007

Trilby Abdi  
6294 Magnolia Way  
Santa Monica, CA 90004

Dear Trilby

As you approach the end of your education here at our school, I'd like to take this opportunity to congratulate you for having participated in our various student programs.

In looking back over the past years' activities, you may find the following summary of interest:

<u>Year</u>	<u>Activity</u>	<u>Category</u>	<u>Comments</u>
02/03	Junior Varsity Cheerleading 1268		Team Member
03/04	Junior Varsity Volleyball 1267		Team Member
04/05	Varsity Swimming 1264		Team Member
06/07	Varsity Cheerleading	Leadership	Team Historian
06/07	Varsity Football	Leadership	Co-Captain
06/07	Varsity Football	Leadership	Team Scribe
06/07	Varsity Cheerleading	Personal Award	Best Voice
06/07	Varsity Football	Personal Award	League Top Eleven Team
06/07	Varsity Football	Personal Award	Most Improved Player
06/07	Varsity Football	Team Award	League Champions

Again, congratulations on your achievements, and we here on the staff wish you much success and happiness in your future endeavors.

Sincerely,

John F. Fain  
Athletic Director