

**JENNIFER LANGHAM**  
freelance business writing

**Business Correspondence:  
Letter to solicit contributions to Atlanta Housing Authority property**

Dear --:

Most of us in Atlanta's vibrant business climate have easy access to computers, at home, at work, maybe even laptops for our commute. But the residents at Peachtree Road High-rise Community for senior citizens and disabled individuals often have no computer resources at all.

And these people, who have no transportation, little family support, and physical problems that keep them from traveling freely, would benefit significantly from computer technology that could lessen their isolation.

**Your company's tax-deductible donation of computers, software, and printers would make a real difference in the lives of Atlanta residents in need.**

How would the senior citizens and disabled individuals in Peachtree Road High-rise Community use your donated computers?

- One resident, a senior citizen of very limited financial means, wants to sell items in online auctions.
- Another resident, afflicted with Multiple Sclerosis, would like to do online research on the newest treatments for her illness.
- Several senior residents would use email to stay in touch with far-away family members.
- Residents who will benefit from the new prescription drug card programs can find information—much of which is available only online—and enroll.
- Residents whose disabilities have prevented them from learning the basic computer skills needed to work in today's job market can start learning those skills—and perhaps come to work for a company like yours someday.

As you can see, our residents *need* these computers, not just for fun and games but for a means of living more independent lives.

Our facility has a room ready for your donated computer equipment, and our residents are ready to start benefiting from your company's generosity. I'd welcome the opportunity to tell you more about the special people who are our residents and to answer any questions you might have about donating equipment.

Sincerely,

Azella Smith

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