Capstone College

640 Wharf Street, San Francisco, CA 94133

Phone: (415) 555-9908

Email: [info@capstonedigitalarts.com](mailto:info@capstonedigitalarts.com)

[Date]

[INSIDE ADDRESS]

Dear [Potential Applicant]:

The Digital Arts program at Capstone College in San Francisco trains people who want to become animators, video game developers, and software developers. The Digital Arts program is a 10-month program and includes a wide range of courses.

Almost all the students who graduate from the Digital Arts program are employed within six months of graduation. Employers from all over the United States have recognize that graduates from the Digital Arts program have the training needed to produce top quality work.

The program costs $15,000 for tuition and approximately $2,000 for books and a computer. This cost is one of the lowest in the country for a program of this kind.

People interested in enrolling in the Digital Arts program at Capstone College can call our office at (415) 555-9908 or check out our Web site. Online applications are now available.

Sincerely,

Your Name  
Program Assistant