

July 1, 2019

Victor Pineda  
Director of Production  
The Colburn School  
200 S. Grand Ave.  
Los Angeles, CA 90012

Dear Mr. Pineda,

I would like to reserve Zipper Hall on Monday, June 18, 2012 for a Chamber Music Recital. I plan to use the hall from 6:00 to 10:00 PM, with the recital starting at 7:30. Enclosed is the required deposit in the amount of \$500. I can be reached at (555) 555-5555. Please send the letter of confirmation to the address below.

Sincerely,

Joe Violinist  
123 W. String Street  
Los Angeles, CA 90039

Email Address