

March 22, 2014

HeARTs Speak

PO Box 2645

Poughkeepsie, NY 12603

Subject: Perfect Exposure Project

Dear HeARTs Speak,

The service you requested for the project will have an effect on my other job, it will reduce my earnings and I will not be able to meet the demands of the current economy. Therefore I'm afraid that I won't be able to donate 100 hours of my services for your organization.

I realize that this project is of great importance to your organization, and I have spoken to a good friend of mine and we both agree that she is a great and viable replacement to meet your requirements in your project.

I look forward to seeing the outcome of the project and the opportunity to contribute to your organization in the future.

Sincerely,

Andrew Ko