

Children International  
2510 Fair Park Blvd  
Little Rock, AR 72204

March 28<sup>th</sup>, 2014

Dear Children International:

Thank you for asking me to donate personal hours in your organization to help the poor children. However, I am not able to donate 100 hours as you requested. I apologize here, for I don't have that much time to donate. On the last summer 2013, I stated to work for a logistic company near JFK as a data entrust. I am working 40 hours a week now, and I am a full time student in City Tech. I barely have free time.

My situation is very difficult, I hope you can understand. In the future, I am very willing to donate my extra hours. If you have any question, you can contact me at xxx-xxx-xxxx. Best regards,

Alina Kong