

April 18, 2008

yourname
1234 Union Ave
Anywhere, CO 12345

My-Company
4567 Main Street
Anywhere, CO 12345

Dear *Mr. HR Rep*

This year I will be participating in a Golf / Walk-a-thon fundraiser on Sept 29th, 2008, to raise funds for my child's school, Evangelical Christian Academy. Our goal is to change the world one life, mind, and heart at a time.

The school and its Board are committed to allowing every qualified student the opportunity to attend, regardless of financial resources. This means that we must raise a significant amount of money each year for our tuition assistance program. By keeping tuition down and granting tuition assistance to qualified students, we are able to grant the gift of excellence in education to area families and their children who would never be able to afford it. That is why this fundraiser is so vital to our community.

Thank you for your considering this cause and we thank you in advance for your generosity.

Sincerely,

yourname