

Please note that the following is ONLY a template, as requested, for parents seeking financial assistance from local businesses and volunteer groups such as Kiwanis, Rotary, Pepsi, Coke, etc. You will need to change names, activities etc. and make it “your own”.

November 15, 2006

To Whom It May Concern:

I am writing this letter on behalf of my daughter, *Shannon*, to ask for your financial support and assistance with her upcoming school sponsored travel experience to *Washington, D.C./Historic Virginia*.

I am proud to share with you that my daughter, Shannon received a special invitation from her teachers to travel to Ireland in March, as one of only eight honor students. Shannon is not only outstanding academically, but also very involved in her school and community. Shannon volunteers countless hours and energy to helping the food banks, the Table Mountain Animal Center, her church, and serves on the Student Council at school. Shannon is also an accomplished swimmer and competes at the state and national levels.

While on tour she will have the “once-in-a-lifetime” chance to learn first hand about our nation’s history and heritage. She will be visiting the nation’s Capitol Building, The Holocaust Museum, Smithsonian, Arlington National Cemetery, Mt. Vernon, Manassas Battlefield, Monticello and both Colonial Williamsburg and Jamestown. These are just a few of the many incredible experiences available to Shannon should she be able to accept her invitation.

As you can imagine, the financial commitment is great at \$1895.00 per student. Of course, there are fundraising opportunities which Shannon has taken full advantage of, but unfortunately she is still in need of scholarship money from businesses like yours to help her make this trip a reality. As a parent, I know that I would regret not letting her have such a wonderful and well-earned experience simply because we do not have the money to send her.

Any scholarship or matching funds that you can manage would be greatly appreciated.

Thank you in advance for your time and assistance. For more information regarding the travel experience, or to grant scholarship money to Shannon, please contact the travel company, Beyond the Classroom directly at 303-278-8200. You may also visit the company website at **www.btctours.net**.

Sincerely,

Mother/Father
333 Third Ave.
Arvada, Colorado 80003
303-333-3333

