

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Fundraising – For a Year Abroad – Student

Dear :

{Name of Student} has the wonderful opportunity to go abroad to South Korea to study the Korean heritage and social aspects as they compare to the United States. This work will be used in conjunction to his/her work in sociology.

{Name of Student} has a received a grant to fund part of the study. However, this grant will not cover all expenses. {Name of Student} has committed to raise the money to fund the remaining amount. {Name of Student} will be hosting and participating in various fundraisers to complete the funds for this expedition; any help toward {Name of Student}'s goal would be much appreciated.

Thanking you in advance,

N A M E