SAMPLE!!!!!

September 3, 2015

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

I am writing to you as a member of the Lawrence Free State High School Orchestra. Every three years the FSHS Orchestra plans a trip to a U.S. destination where the orchestra performs as well as tours the area. This year we have planned a trip to New Orleans where we will have the opportunity to perform at the National World War II Museum and have a clinic with the conductor of the Mississippi Youth Symphony. We will also have the opportunity to tour one of our country’s most unique cities and attend concerts, including an Opera performance. Trips like this, however, take money, which is why I am writing to you today.

On Saturday, October 3rd I will be participating in a 4-hour concert in an effort to raise the funds needed to go to New Orleans. The FSHS Orchestras and many small ensembles will be performing from 1:00-5:00 p.m. We are asking for individuals to pledge a certain amount of money for every hour we play (i.e. $1/hour, $5/hour, other) or to send a blanket donation. **100% of the money you send will go towards the cost of my trip.** We would also like to invite you to attend the concert: admission is free and there will be lots of great music, a silent auction, games, food, and fun throughout the day, including an opportunity for you to conduct the orchestra!!

Thank you for your support and I hope to see you on October 3!

Sincerely,

*Please detach and send with your check written to* ***FSHS Orchestra.*** *Thank you!*

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student you are sponsoring\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Enclosed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Would you like a receipt? Yes No

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email (if electronic receipt is preferred) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_