

Date

Addressee

Address

Town/City

Dear Mr Smith,

SIMPLE TOWN YOUTH CLUB PROJECT

Here you need to summarise the project in a few lines – what you have done so far and what the next step is.

I am writing to ask for your support in setting up a youth club in a disused workshop in Simple Town. Introduce yourselves - who you are, what you do, how long you've been established. What is the project for - what need does it meet.

Local youth groups have met with the police and youth workers and identified that there are no evening activities for young people, this has been supported by the local community plan. What difference will you make? How will you do it? How much money you need and how much are you asking for from your donor? How the rest of the funding will be obtained

Yours faithfully,

Name

Position in Organisation