

# Sample Support Request Letter

[Use chapter or school letterhead.]

[Date]

[Name and Address]

Dear [Mr./Ms.] [Last Name]:

The [name of school] FCCLA chapter is working to strengthen families and help youth make positive choices, and we hope you will be a special part of our effort. Our chapter is part of the national FCCLA program [name of program]. We are writing to ask for your financial support of this important program.

[Insert tagline message about the program]. This national peer education program is sponsored by Family, Career and Community Leaders of America (FCCLA).

Our chapter has many plans for using [name of program] to address [topic/issue] in our school and community. [Describe overall and specific plans.]

We are asking for contributions to support these efforts. Specifically, we hope [name of company, agency, or organization] will be able to contribute [describe a suggested dollar amount range or specific items you are asking the sponsor to contribute].

Your contribution would make a big difference in the success of our efforts. In return for your generosity, we will include recognition of your support on related materials and in announcements and press releases.

I will be in touch again soon to answer any questions and ask whether you will be able to help us. If you have any questions in the meantime, please feel free to call our FCCLA adviser, [name], at [daytime phone number] or contact them via email at [email address].

Sincerely,

[Signature]

[Typed Name]

Project Chairperson

Encl: Project Information  
FCCLA Information Sheet