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Sample Fundraising Letter: Student Trip Donation Request

Has your student group qualified to attend a major competition or conference? While earning the right to go is a huge honor, the task of raising the funds needed to pay for the trip is a major challenge. Get a head start of fundraising for your student trip with a sample fundraising letter.

Sample Student Trip Donation Request Fundraising Letter

Dear [Recipient's Name]:

As a member of the [student group] at [name of school], I have an opportunity to attend the [name of event] in [location]. Each member of the team put a great deal of energy and hard work into qualifying to attend the [name of event], and we're all thrilled to have an opportunity to attend this important and educational event.

In order to represent our community at the [name of event], we have to raise [dollar amount] to fund the trip. The money is necessary to cover transportation, accommodations, and admission to the [event]. We're contacting community leaders like you to request financial assistance.

Can the members of [student organisation] count on your support? Any amount you can donate will be greatly appreciated, and will go directly toward funding this important educational experience. Please call our faculty advisor, [name of advisor] at [phone number] if you'd like

more information. Thank you in advance for your generous donation.

Sincerely,

[Name]

Member, [Name of Organisation]

[Name of School]

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