

Date

To: Organization (Lions, Eagles, Moose, Rotary, etc.)

From: Mary Smith

Re: Requesting help to send child to summer camp

To whom it may concern:

My name is Mary Smith. My son, Fred, who has cerebral palsy, has the opportunity to attend Elks Camp Grassick this summer. Due to other financial obligations and medical expenses, I am not able to pay the camp fee. Therefore, I am requesting any financial assistance I could receive from your organization to send my child to this summer camp.

Elks Camp Grassick is a residential summer camp located near Dawson, North Dakota and is operated to serve children and adults with disabilities and special needs. The camp fee for the therapy camp that Fred will attend is \$550 and I am not able to afford the full amount on my own. A scholarship of \$500 from the Anytown Eagles would allow me to pay \$50 and have the whole campership fee covered, but any amount would go directly towards helping to fund Fred's summer camp experience.

This letter is not easy for me to write and I wish my financial situation was different, but I know that my child would benefit so much by attending Elks Camp Grassick this summer. Thank you very much for giving my request some consideration. If you have any questions, my phone number is 555-123-4567. I hope to hear from you soon.

Sincerely,

Mary Smith