

\*\*\*Date\*\*\*

Dear \*\*\*name\*\*\*,

\*\*\* (Feel free to begin the letter with personal wishes, greetings, etc. i.e. It was really great visiting with you and cousin Jimmy at Christmas. Thanks again for the Red Rider BB gun – despite my mom’s warnings, I still haven’t shot out my eye!) \*\*\*

This spring, I’m going to Chicago with the Stillwater High School \*\*\*Wind Ensemble/ Concert Band\*\*\*. While we’re in Chicago, we’re going to play at a national concert festival, get feedback from professional musicians, and take in the sights and sounds of Chicago. Our tentative itinerary includes attending performances by the Chicago Symphony and the Blue Man Group, trips to the Shedd Aquarium, Field Museum, Art Institute, the Sears Tower, and even a Chicago Blackhawks hockey game! I’m really excited about the trip.

Our trip costs \$450 per person. My family is working very hard to raise the money so that I can have the opportunity to attend these exciting events. We’ve already \*\*\* (list only the fundraisers you’ve done) sold slabs of ribs, magazines, gift items, pizza discount cards, and worked in the concession stand for Oklahoma State University football (and/or) basketball games\*\*\*. I’m writing to you to see if you might be willing to help me with the cost of my trip. As you know, any little bit you can contribute would be appreciated. If you would like to donate to help me go to Chicago, it is a tax-deductible contribution and 100% of your donation would go to help cover the cost of my trip.

If you would like to make a donation, please \*\*\*use the pre-addressed and stamped envelope/send it to the address listed below\*\*\*. Checks should be made out to Stillwater High School Band. Please do not send any cash.

Thanks so much for taking the time to read this over. Again, any amount you could donate would be truly appreciated. \*\*\* (Finish with something personal again, i.e. I hope we get a chance to see you this summer. I really miss hanging out with cousin Jimmy! \*\*\*

\*\*\*Love/From/Sincerely\*\*\*,

\*\*\*Your Name\*\*\*

Donations can be sent to:  
Stillwater High School Band  
1224 N. Husband St.  
Stillwater, OK 74075