TEMPLATE FOR AN APPEAL LETTER (a.k.a. Beg Letter)

Handwrite – “Dear \_Name\_\_\_\_\_\_”

(Begin with some greeting that sounds like you… perhaps including a bit about yourself in regards to school, extracurricular activities and Church involvement)

In \_\_\_month\_\_\_, I have a special opportunity to attend \_\_\_program\_\_\_\_ sponsored by \_\_\_\_. I will travel to \_\_\_place\_\_\_ to participate as this conference/program/training. I am excited about this opportunity as it will provide me with: (list benefits, examples below)

1. To grow in my love for Jesus and the Catholic Church
2. To spend time with many other college from around the country
3. To hear from prominent Catholic speakers as they discuss issues pertinent to us
4. To learn how to live my Catholic faith

I am sure you can now see why I am very excited about (Program name). I am writing to you today to ask for your help. First, I ask for your prayers for me as I prepare and then as I attend this event. I want to have the courage to fully participate and the openness to learn and grow from the experience.

To attend, I also need financial assistance. I need [$\_\_\_\_\_] total (which includes \_\_\_\_\_\_listing program costs \_\_\_\_ ). I hope you are able to make a donation that will help me get to this event. Any contribution you are able to give toward this cause is greatly appreciated.

Please send your response card back to me using the envelope provided. If you are able to assist me financially, please make your check payable to [Your Name]. I will be in contact with you soon to answer any questions! Thank you for your consideration!

Sincerely,

Handwrite Name

Enclosed:

>Stamped Envelope pre-addressed to you.

>Response Card (Should ask their name, address, email, and check off if can assist with Prayer Support and Financial Assistance.)

Consider sending a postcard or email with photos to each sponsor as a token of appreciation and to let them see how their investment was spent! Or purchase a small gift of appreciation.