August 5, 2023

Mr. John Doe

Address

City, State Postal Code

Dear Mr. Doe,

My name is (insert your name) and I am a student-leader of Junior Civitan International. Junior Civitan is a service program for youth tailored specifically for training young people to become “Builders of Good Citizenship” in the home, school and nation. Its purpose is to develop initiative and leadership in order to encourage youth to live a fuller life enriched by unselfish service to others and with a commitment to make the world a better place. I am currently a member of the (insert your Junior Civitan club name) Junior Civitan Club. Being a part of Junior Civitan has been an extremely fulfilling experience as it has allowed me to support my community all while building new friendships and enhancing my leadership skills.

This year, I have the opportunity to be a representative at the All In Summit on February 21-24, 2025. The All In Summit is a leadership weekend as well as Junior Civitan International's annual fundraiser that supports the Civitan International Research Center (CIRC). As a participant of this event, I am tasked with raising money for the CIRC in the hopes that I will raise enough to attend the weekend full of fellowship, education, and service in Birmingham, Alabama- the birthplace of Civitan International and the home of the CIRC. The CIRC is a world-leader in research and treatment of intellectual and developmental disabilities (I/DD). This is a once in a lifetime opportunity for me to grow in my leadership skills and visit the Civitan International Research Center to witness their life-changing work.

I have set a personal fundraising goal to raise $5,000 to support the CIRC through the All In Summit and would appreciate your consideration of support. I would be happy to talk to you and give you more information about this event and my fundraising efforts and can be reached at the contact information below. Should you agree to support my efforts, you can do so by visiting my online fundraising page (INSERT LINK HERE). Should you prefer to donate off-line, you can do so by utilizing the attached pledge form and mailing the form and your check to the information provided on the form. I hope you will consider partnering with me as I work to grow in my leadership skills and support the Civitan International Research Center and the transformative work they continue to do for those with intellectual and developmental disabilities.

Sincerely,

(Your Name)

(Your Junior Civitan leadership position)

(your email address)

(your phone number)