

## **SAMPLE COVER LETTER**

Rosemont Youth Center  
101 South Fourth Street  
Rosemont, Newstate 11111-1111

[[DATE]]

Mr. Mark Rosenfeld, Executive Director  
Rosemont Community Trust  
574 East Main Street  
Rosemont, Newstate 11111-2222

Dear Mr. Rosenfeld:

I am pleased to submit the enclosed proposal to the Rosemont Community Trust. We are requesting \$6,000 to provide an after-school karate program for children from 10 to 13 years of age who are having disciplinary difficulties in school. As you probably are aware, karate engages high-energy children who need a physical outlet, and at the same time teaches respect and discipline.

We understand that in the last year you have given grants to assist several athletic programs for children at this age, and we hope that you will be able to assist us in the coming year.

Please visit our website, [www.rosemontcenter.org](http://www.rosemontcenter.org), or call me at (555) 666-7777 if you have any questions. If you'd like to visit, I'd be happy to show you around the Youth Center.

Sincerely,

Judy Morrison