Your Name

Address

Phone

Email

Date

Addressee’s Name

Address Line

City, State Zip Code

Dear Sir/Madam,

***<Begin with an emotional appeal, a success story that will tug on the heartstrings>*** I can’t believe the progress that Peyton has made over the past few months. We’ve been working diligently on her walking and she’s now able to walk in her gait trainer 50 feet without getting tired…insert momma’s happy dance! She’s 6 years old and we’ve never given up on the possibilities of her being able to walk. Can you imagine when she’s able to walk down the aisle for her kindergarten graduation this year? Insert daddy’s crocodile tears.

**<*A statement of the problem being solved*>** The CdLS Foundation knows how important it is for families to be educated as well as interact with other families facing similar challenges. So they organize a biennial National Family Conference in various parts on the US. and offer families educational workshops and free consultations from specialists well versed on CdLS.

**<*A statement of our goals in attending conference*>** This is one of few opportunities that some families have to have their child seen by world renowned doctors and therapists. The next conference will be held <insert date> in <insert city, state> and we would love to have the opportunity <fill in the blank and how this will benefit your child and family> While our family has been able to save some funds towards this trip, day to day expenses of raising a child with special needs are very demanding and we need your help. A donation from your organization can <be specific…help offset the cost of the airline ticket or hotel for example> and assist us with getting Peyton to <city> in <month> to <repeat goal for attending conference>

**<*One final note*>** Thank you in advance for your consideration. Here are the ways you can make a donation

* If you have a GoFundMe page, **add link here**
* Call us and we will be happy to meet you to pick up your contribution
* Or mail a check made out to <insert name and address>

Sincerely,

Your Name

Contact info you wish to share