

{On your organization's letterhead}

Date

Mrs. Kathryn H. Dennis
Community Foundation of Central Georgia, Inc.
277 MLK Jr. Blvd., Suite 303
Macon, GA 31201

Dear Mrs. Dennis,

The {ORGANIZATION NAME} is appreciative of the opportunity to submit a request to the Community Foundation of Central Georgia for the support the {PROJECT NAME}. {YOU MAY CHOOSE TO INCLUDE A SHORT DESCRIPTION OF WHY THIS PROJECT IS IMPORTANT AND WHAT ITS IMPACT WILL BE ON THE CENTRAL GEORGIA COMMUNITY.} On behalf of the {ORGANIZATION NAME}'s Board of Directors, thank you for your consideration of this request.

Sincerely,

{BOARD MEMBER NAME}
{BOARD MEMBER POSITION}
{ORGANIZATION NAME}

*{**This is just a sample letter. Please feel free to customize it as you see fit.**}*