[Today’s Date]

Dear [insert name],

My name is [insert name], and I am currently in my [insert grade] year at O’Fallon Township High School. Although my course of study is academic, I am very active with my school’s choir activities. I am part of the [name of choir] choir and have had the opportunity to participate in [insert list of choir activities].

I am writing this letter to ask for your support through a simple donation to the OTHS Choir. As school budgets tighten, funding for choir and other arts programs are usually the first to be cut. But our needs continue to grow. Thankfully, we have a booster club that raises money to supplement the budget. They also sponsor a scholarship program. This year, we are trying to raise $10,000 to fund improvements to our wireless microphone system.

Would you consider supporting my choir so that I can continue to [state a reason, such as grow as a musician, do what I love, participate in this program, etc]? Enclosed is a sponsorship packet that describes benefits for you and includes a registration form. I would greatly appreciate any amount you can provide.

Thanks in advance for your support!

Sincerely,

[sign your name]