DATE

Name of Recipient

Address of Recipient

City, State, Zip Code

Dear Name of Recipient,

I hope all is well since I saw you at Aunt Suzie’s birthday celebration!

As you may know, for the past three years I have been studying Chinese. My dream has always been to visit China and experience the language and culture first hand.

With the help of Greenheart Travel I found an opportunity to study abroad in Chengdu, China this summer. During this study abroad summer program in Chengdu, China I will immerse myself in the culture, experience the natural beauty, and expand my view of the world. This program will provide me with the foundation to successfully move forward in my journey to serving as a global leader.

I am reaching out to you for support with the travel portion of this unique experience. I am asking for small donations to help me reach my goal of $3,500 which will pay for my flight and accommodations. Any amount you are able to provide will be of tremendous help in fulfilling my dream to experience the world on my own.

Thank you for serving as a constant source of support throughout my life. Weather you are able to donate to my trip or not, I am excited to share this experience with you. I look forward to hearing from you soon. You may reach me at 555-555-5555 or Name@gmail.com.

Sincerely,

Signature

Name printed