

This FUNDRAISING TEMPLATE can be found in the [Teens to Trails Club Hub](https://teenstotrails.org/outdoor-club-hub-lp) under the Budgeting and Fundraising tab <https://teenstotrails.org/outdoor-club-hub-lp>. Print this on your school's letterhead for an official touch.

[Date]

**Name of person you are soliciting**

Position, Company Name

123 Address St

City, ST ZIP

Dear \_\_\_\_\_,

I am part of the Outdoor Club at [school name] and am fundraising to support the trips and training that we want to do this year. There are [# of people] in the club, and we all love to be together outside! It makes me feel so happy to be away from the stress of homework and testing and even my phone, to be out with friends on a trail. [or something similar to explain why you enjoy the club and it is worth their investment]

The trips we have planned are:

- 1.
- 2.
- 3.

We budgeted costs of \$XXX and hope that you can support us with a gift of \$XX [ask for less than you need, but ask several places]. Our school provides [transportation, some money, food...] but that does not cover all we need.

As a sponsor of our trips, we will be sure to send you photos of what we did and include your business name in the article we write for our school newsletter.

Thank you for considering my request. I can be reached at [phone/email] and will follow up with you in one week.

Sincerely,

**Your Name**