

Sample letter

Develop a letterhead
for your agency

Center City Special Olympics
3030 Center Street
Center City, WI 55555
(715) 684-3998

Dear Friend of Center City Special Olympics:

Did you know that Center City Special Olympics has served individuals with cognitive disabilities in our community for the last ten years? In Center City, we are constantly working with our 50 athletes so that they can participate in such sports as bowling, basketball, cross country skiing, track, and softball.

We know from experience that participation in Special Olympics not only keeps our athletes physically fit, but gives them an opportunity to gain self confidence, learn perseverance, feel a sense of achievement, and experience friendship which in turn enhances every aspect of their lives. Ask a Special Olympics athlete like Johnny or a member of his family what Special Olympics means to them, and you will know first hand what positive recognition means in the life of an individual with a cognitive disability.

Our local Special Olympics program is self-funded. The only way we can fund our program and be able to continue to participate in competitions is through contribution of individuals, businesses, organization, and special fund raisers. Since we are experiencing a severe financial crisis due to the increased cost of transportation, we are turning to you for help.

This year we hope to attend three competitions: the bowling tournament in Eau Claire on November 4, winter games in Hayward in January, and track and field in Menomonie in May. However, it will cost us \$1,000 to transport out athletes to each one of these competitions, or \$3,000 all together. Our immediate problem is to raise \$1,000 so that we can attend the bowling tournament in Eau Claire next month.

A donation of \$20 or more would go a long way in helping us to meet our goal. A donation of \$60 would sponsor an athlete for the year and ensure that we would be able to afford the transportation expense for all three tournaments. Can we count on you to help? Your tax deductible donation should be made out to Center City Special Olympics and mailed to us at 3030 Center Street today.

We plan to thank those who helped us by writing an article for the Center City Chronicle. John Jones, owner and editor of the paper, has already agreed to publish the article. It is our intention to let the community know who our sponsors are in this article.

On behalf of our athletes, their families, and those of us involved with Center City Special Olympics, thank you in advance for your support and for giving our athletes a chance to show themselves and the world what they can do. As one athlete said, *“All I ask is that I be equal on the starting line. Where I finish is up to me. Just give me a chance to start”* Your donation will make that possible.

Sincerely,

Margaret Mead

Center City Special Olympics Agency Manager