<Name of the sender>

<School>

<Address>

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. / Mrs. / Ms. <Name of the recipient>

<Position, Organization/Company/Government Unit>

<Address>

Dear Mr./Mrs./Ms. <Name of the recipient>,

 My name is [INSERT FULL NAME HERE]. I am a Grade [INSERT GRADE LEVEL HERE] student of [INSERT NAME OF SCHOOL]. [PROVIDE A BRIEF INTRODUCTION OF YOUR ACADEMIC ACHIEVEMENTS HERE].

 It is an honor to represent my school for the upcoming [INSERT NAME OF SCHOOL COMPETITION HERE] which will be held on [INSERT DATE OF COMPETITION] in [INSERT VENUE HERE]. [INSERT MORE INFORMATION ABOUT THE COMPETITION HERE]. In line with this,

I humbly request your kindness to help me fund my [INSERT POSSIBLE EXPENSES HERE (e.g. transportation cost, registration fee, lodging, etc.)] for the upcoming competition. I am striving to raise at least [INSERT AMOUNT HERE] to cover the aforementioned expenses. Any amount that you will donate will be wholeheartedly appreciated. A return envelope is attached to this letter where you can put your donated money. *OPTIONAL*: You may also deposit it at [INSERT BANK DETAILS].

 Thank you in advance and may God bless you always.

Best regards, / Regards, / Respectfully Yours,

[SIGNATURE OVER SENDER’S NAME]