

Sample Letter for Scholarship Requests to Foundations and Companies

[Date]

[Contact Name]

[Contact Title]

[Company Name]

[Contact Address]

[City, State ZIP Country]

Dear [Name],

On behalf of [your organisation's name], I am reaching out to you regarding a request for financial assistance in order to attend the WINGSForum 2014 conference in Istanbul, Turkey from March 27th – 29th, 2014. The event, entitled “The Power of Networks: Building Connected Global Philanthropy” is organised by Worldwide Initiatives for Grantmaker Support (WINGS) every four years and is a unique opportunity for those involved in the support and promotion of grantmakers to meet and to learn from one another. It will serve the professional development of the staff and board members of grantmaker associations and related organisations, and will address the issues and challenges that face us in developing and sustaining our own organisations. Additional information regarding the agenda, confirmed speakers, and networking events can be found on the conference website at www.wingsforum.org.

In this next section, we suggest you add in some additional information regarding your specific situation/organisation. Some thought-starters could be:

- Illustrate that, as a participant in WINGSForum, you will be able to develop skills and acquire tools which will directly benefit your own organisation and therefore, grantmakers in your area.
- Expand on your experiences, successes, and goals in your area, and how WINGSForum will help you to better serve your area and your community.
- Communicate that this event will be an opportunity for your organisation to share experiences and to showcase some of your important work.

In order to make our participation in to a reality, we are asking for your help. The cost of my attendance is as follows:

[Note: we have included figures in USD where we know them – you will need to convert to your own currency if different]

Airfare to Istanbul:	_____
Visa costs (if applicable):	_____
Hotel: three nights at €150 (Single) / €170 (Double) per night (Approximately US\$620 / US\$705)	_____
WINGSForum registration (Available at http://wingsforum.org/registration/)	_____
Miscellaneous costs (eg transport to and from airport)	_____
Total cost	_____
 Less: other sources of funding	_____
Contribution from own organisation	_____
 Total requested	_____

Based on the above, our total requested amount is \$[Amount]. Of course, if you are able to provide any form of financial assistance, it is much appreciated as we work toward our total funding goal.

In this final section, we suggest you add some information or comments regarding the donor's potential interest, connection with your own organisation, etc.

If you have any questions about this request for support, please contact me at (email address, direct telephone, etc.). Thank you for your interest and we hope to hear from you soon!

Yours sincerely,

[Name]

[Title]

[Organisation]