TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Application for Organizing an Event

Dear Mr. Campbell,

I am writing this letter to support Capitol Hill High School for initiating the project of Learning Language Skills for all high school students. I believe that this project will create some remarkable changes in students. It will help the students to become aware of language skills and learn different languages for good careers.

The Capitol Hill High School has already done some great projects for improving the literacy rate and awareness about education among the children in our state. A recent survey has stated that most high school students lack language skills. This problem can be a major hurdle for their bright future. Hence, it has become necessary for us to take some effective steps to solve these problems.

We would like to participate in this project in which students will be taught how to advance their language skills. It is an appreciating initiative taken by Capitol Hill High School. The project has been launched in some of the high schools in Oklahoma City, and we have the experience that students’ interest has increased remarkably. The project includes seminars, live experiments, and projects, poetry recitation, and debate competitions.

All these activities will cost a great amount and hard work. Hence, we must work together to make this noble project successful. Your financial support towards this project will be appreciated.

Sincerely,

**[Signature]**

Mr. Evan James