Sample Cover Letter

Mary Smith, PhD

Program Officer

Community Foundation

4321 Common Lane

Some City, YZ 55555

Dear Dr. Smith:

The Some City Senior Center respectfully requests a grant of $50,000 for our Senior Latino Community Outreach Pilot Project.

As the largest senior center in Any County, serving over 450 seniors every day, we are aware of the changing demographics in our service area. And we are committed to growing and adapting our center to meet emerging needs. The Senior Latino Community Outreach Pilot Project will allow us to pilot a one-year effort to determine if our center can effectively:

Provide comprehensive access to health and social services to seniors in the Latino communities served by our center, and

 Raise and fully integrate the cultural competency of the board, staff, and volunteers of the Some City Senior Center.

Our board of directors is enthusiastic about this program and eager to launch it so we can become the most inclusive and culturally competent center for seniors in all of our communities that need these services. Should we find at the end of our pilot year that this program is, in fact, successful, our board has committed to including a portion of the project's yearly expenses into our annual operating budget so that the program becomes an integral part of our core services.

Through this project, the Center will become the primary referral given by Health Access Latinos, Families of Any County, and three community clinics within a fifteen-mile radius of our center. We will also accept referrals of Spanish-speaking seniors from any other community agency in our immediate service area.

Thank you for your consideration of our request. I will follow up with you in the next week to answer any questions you might have, as well as to learn whether we might meet with you to discuss the merits of our proposal. Meanwhile, should you have any questions, please feel free to contact Connie Jones, our Director of Development, at (555) 555-5555, x555, or cjones@scsc.org.

Sincerely,

Jane Lovely

Executive Director

ENCLOSURE