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# Sample Cover Letter

Date

Name

Title

Corporation Name

Address

City, State, Zip

Dear Mr./Ms. \_\_\_\_\_:

Please find enclosed the request in the amount of \$ dollar amount from organization name \_\_\_\_\_. This funding will assist organization name in bringing Ballet Austin's Community Development through the Arts initiative to the community of name of community \_\_\_\_\_.

This special initiative will provide performances and educational workshops for number families as well as providing a unique opportunity for your organization members to receive professional development training provided by an established professional arts organization. Ballet Austin staff members will be available for one-on-one consultation with board members, sharing tools and strategies that have proven successful in presenting ballet productions. This project is targeted to reach number people, more than % of who have never seen a live professional ballet performance before.

Community Development through the Arts is specifically designed for small to mid-size Texas communities and organizational name is committed to securing this program for our community. The educational benefits will be widespread and long lasting; from young children participating in arts workshops on-site in their school to key community members strengthening their marketing, outreach and fundraising skills.

This opportunity will bring high-quality professional arts programming to our community and increase our capacity to successfully present subsequent arts programs. A partnership with corporation name will be instrumental in securing this valuable opportunity for our community and we appreciate your consideration of this proposal.

Yours sincerely,

Name

Title

From Ballet Austin Tool-kit