



Sample letter: Please make a copy and personalize the parts in red.

Date:

Name

Address

Dear Mr. Mrs. Aunty, family ( personalize).

I have an opportunity to participate in a Historically Black Colleges & Universities (HBCU) Educational and Cultural Tour from October 16-22, 2023. It is coordinated by Genesis Community Development Corporation, a non-profit focused on providing academic enrichment programs for under-served youth. To go, I must raise funds for my trip, and I would be grateful for your assistance toward the costs.

The cost of the trip includes airfare, ground transportation, hotel accommodations, cultural events, and meals. Whatever you can contribute will allow me to experience this once-in-a-lifetime event. I will not only be exposed to the rich history of HBCUs, but also learn about the wide variety of majors that might be a good match for me.

Donations sent directly to Genesis will receive a tax-deductible receipt. I will receive credit for all donations sent that include my name on the memo line. However, if you prefer to send your donation to me that is also okay. My family can fund \$xxx.

This is a link to the Genesis website.

<https://genesiscdc.org>.

I am excited to participate and partake in the HBCU experience. Thank you for your consideration and generosity in helping me achieve this goal.

Sincerely,  
name