

Figure 7.8. Example of a Letter of Inquiry

March, 15, 2001

Ms. Anna B. Goode, Director
XYZ Foundation
123 Corporate Place
Anywhere, US 11111

Dear Ms. Adams:

I am writing to inquire about the XYZ Foundation's interest in funding a class science project for 300 middle school students for Spring Semester. I am specifically interested in obtaining \$10,350 to provide these students with a holistic experience, including actually building their own rocket, having competitions for awards, supplemental resource materials, and a culminating field trip to the nearby Space Camp facilities.

My major objectives are to spark these students' interest in science as a career and to foster their desire to become lifelong learners. Secondly, I want to nurture their spirit of competition, teamwork, collaborative learning, and higher order thinking skills.

As a teacher in the Central City School District, it appears that I am eligible to receive a grant from the XYZ Foundation. I have been fortunate to have the cooperation of several other agencies and partners that have already made commitments: the local board of education will provide a substitute teacher for me to chaperone the field trip, six parents have volunteered to assist us during our final rocket competitions as well as chaperone our field trip to the Space Camp, and the Parent-Teacher Organization has offered to provide incentives for participation.

I am excited about having the XYZ Foundation provide the additional support that is necessary for these students to have an unforgettable experience at this very impressionable age. I sincerely hope that you will give this request careful consideration. Should you require additional information regarding this request, please contact me at 111-1111. I look forward to hearing from you in the very near future.

Sincerely,

Laurel Simms, Teacher
Central City Middle School

Jeff Simon, Superintendent of Education
Central City Board of Education