

Figure 9.6. Sample Letter of Support

February 15, 2001

Mr. Chris Adams, Director
Central City Youth Center
1111 First Street
Central City, USA 12345

Dear Chris,

The purpose of this letter is to offer my support and to document my continued commitment to the work that you and your staff do at Central City's Youth Center. I am pleased to provide you with this letter of support so that our young people will continue to have a safe place to go after school and in the evening. As a Juvenile Probation Officer in Central City, I am well aware of the need that your program fills with our young people. I have the opportunity to interact with many of these youth who might otherwise end up in one of the detention centers or jail.

To demonstrate my commitment, I am once again offering to conduct monthly, year-round, after-school seminars. Each seminar is approximately 2 hours long. As you know, the topics vary, but include various life skills. The cost of these seminars I have estimated to be valued at approximately: 45 seminars x 2 hours x \$50 per hour = \$4,500.

Again, I am pleased to have this opportunity to work with you and wish for you much success as you seek additional funding for Central City's Youth Center.

Sincerely,

Sarah Lanier, Juvenile Probation Office
Central City