

**COVER LETTER DRAFT- DROP ONTO SCHOOL LETTERHEAD**

[insert date]

Joe Smith  
Foundation Administrator  
XYZ Foundation

Your Name  
JAG KY Career Association  
Your School  
Address  
City, State Zip

Dear Mr. Example,

As the student President of the JAG KY Career Association of XYZ High School, I am pleased to submit our application for consideration from the board. With the Foundation's vision of "enter their vision, mission or grant priority", we could not think of a better potential partner to help young people from XYZ County reach their full potential as leaders for their families, communities, Kentucky and our Nation than their company's name.

Our Career Association is requesting [insert information about the proposed project and funding amount] to support XYZ/CDC/Leadership Development/. The Career Association is a student lead organization that teaches students employability skills, civic awareness and community engagement.

Thank you for your consideration and we look forward to hearing from you concerning our next steps towards partnership.

Sincerely,

[Insert your digital signature here- or sign it and scan it]

Student's Name  
President  
JAG Kentucky Chapter, XYZ School  
Teacher's Name  
School Phone Number