

[Organization Name]
[Street Address]
[City, St Zip]
[Organization's Phone Number]
[Optional – Organization's Website]

[Today's Date]

[Name of Recipient]
[Address]
[City, St Zip]

Request for Funding and/or Building Material

Dear [Name of Recipient],

I was at a highest of highs a couple of Sundays ago, as I sat on the lawn with our Sunday School Youth Group, teaching and preaching about God's grace and mercy. The children were full of interest, laughter and singing. It certainly made me feel so proud of what we had achieved so far at our small little church here in [local town or area].

It was at that time, the rain came down and I stopped and realized how much we really needed to add onto our small building to accommodate for our consistent growing number of youth members!

It is for this reason that I'm writing you today to request your help with either a donation of funds or a donation of building material towards the extending of our church building. For the past three years now we have placed great emphasis on attracting and building our number of youth members, as we believe that the youth in any church is of utmost importance since they are our future generation! I'm sure you know and agree how important youth is to any community.

This development has been a great success and our youth group has slowly grown to a number that we can be proud of! However, it has unfortunately grown to a size that we cannot accommodate for anymore in our small church building. So the time has now come for us to do some developments and extend the building.

We obviously cannot do this without the help of outside funding. So could you please help us by sponsoring a section of the building extension or by donating some of the building material needed for it!

The cost to build this extension is going to be [amount], and to raise these funds we have broken the structure up into five different sections of which we are looking for sponsorships for each. Each section is going to cost [amount for section] and as a reward for sponsoring the section you will receive a plaque placed in the building entrance.

All sponsors will also receive free advertising on our website and in our newsletters.

By sponsoring and helping us build this extension you will be helping the kids in such a big way! Being a Christian yourself, I'm sure you will understand the importance of giving our children a good grounding in our beliefs about Christ and the Lord, and this is what our church's main goal is! We want to teach the children in the best way possible and help them to develop into strong and honest Christian adults.

With this new extension we will be able to provide for these children in a much better way. There will be no more interruptions or cancellations due to weather, the cold during winter will be less of an issue, and quite simply an indoors building with seats and proper facilities will just mean so much for the children, they will feel so much more wanted!

As [Child's Name], a 12 year girl from your youth, stated, "Sunday School is something which I can't wait for each week. I get to see all my friends, laugh, play and learn about Jesus! The lessons that are told are so exciting and I love learning about Jesus and all the things He did. He is my Superhero! But then there are some days when the weather is ugly and our Sunday School gets cancelled, and those days are my boring Sundays."

By helping us build onto our church you will be providing a huge service to all the children such as [Child's Name] at our Sunday School. Please either sponsor a section of our building or donate building material towards it.

If you are interested in sponsoring then please contact myself, [Your Name], at [Phone Number], or via email at [Email Address]. We have plans to start construction on [Date of Construction], so please could you RSVP by [Deadline Date] as there will still much planning to be done!

I thank you for the time you have taken to read this letter.

Respectfully, [or With Kind Regards,]

(Sign here for letters sent by mail or fax)

[Typed Name]

[Title]

P.S. – Please remember that by helping us build this extension to our church, you will not only be doing a big favor towards our youth group, but you will also be helping the entire church, its organization and members.

This is because the extension will also be used for many other things, other than Sunday School, like all meetings, band practices, fundraising events and much more. So please help us out!