[Your Name]

[Your Address]

[City, State and Zip]

Lions Club of [Name/City of Club]

[Street Address]

[City, State and Zip]

To Whom It May Concern:

My name is [Insert Name] and I am currently in the [grade] at [insert school]. In school, I participate in band and have recently been accepted to the Pennsylvania Lions All-State Band. I am writing you this letter today to ask for your financial assistance.

Being selected for the Lions All-State Band is a great honor for me and I look forward to representing our state and our club when we travel to Chicago, Illinois and perform for the International Lions Convention. With your support I will be able to experience international travel, have a great musical experience and meet people from all around the state and maybe even the world!

Following the trip, I would come to a club meeting and tell your members in person about my experience with the Lions Band and what I gained from the experience. The cost of the trip for participants is $580. My personal financial circumstances will not allow me to participate without additional help. I am hoping to gain your financial support for [insert amount]. This experience would help me grow as a musician and as a young adult.

If you have any questions about the Lions Band or my participation in it, please contact Lion Ray Barfield, Chair of the Lions Band Committee, at (814) 937-0511 or via email at raybarfield@yahoo.com.

Thank you for your support,

[type your name and sign above]