

Your Name

Your Address

Virginia Beach, VA 23---

(757)Your Phone Number

Your Email Address

Date

Mr. Global Citizen

ABC Global Corporation

123 International Hwy.

Virginia Beach, VA 23---

Dear Mr. Citizen:

My name is --- and I am a sophomore/junior/senior in the Global Studies and World Languages Academy at Tallwood High School. The themes of the GSWL Academy include global cultures, issues, systems and world languages. I have been selected to represent the Academy and Virginia Beach City Public Schools as a delegate for our student exchange program with our partner school in ----.

As a student delegate, I have the opportunity to partake in a two-week educational journey that includes traveling to [cities] and staying with a host family. This educational program will give me the opportunity to visit cultural sites and attend school with my host student. [Elaborate here about your goals for the program].

I am writing you to ask for your support in making it possible for me to participate in this extraordinary educational program. The total cost of the trip is $-----. I am hoping that ABC Global Corporation will assist me with all or part of these costs. The payment is due at the beginning of February; therefore I hope to have funding arranged by ---. I will contact you next week to discuss the possibility of receiving your support.

Your consideration of my request is greatly appreciated. Upon our return, we will be hosting school events to share information about our travels. I will keep you informed of upcoming events and would be honored to have you join us to hear my presentation.

To learn more about our school and our exchange programs, please visit these websites.

<http://gswla.weebly.com/> & <http://www.tallwoodhs.vbschools.com/pages/secondary/GSWLA/>

If you have any questions, please contact me at XXX-XXX-XXXX or the GSWL Academy Coordinator, Ms. Rebecca Gurley at (757)648-5725.

Sincerely,

Your Name