

Sample Letter to Family/Friends

Date

Ms. Jane Smith
100 South St.
City, CA, 00000

Dear Jane,

I have been selected as a National Youth Correspondent to attend the Washington Journalism and Media Conference this summer. This amazing opportunity will be held at George Mason University, located just outside of Washington, D.C. I was selected because of my excellent academic record and sincere interest in journalism and the media. I am extremely excited about this student leadership experience and traveling to Washington, D.C. However, the cost of the conference is more than my parents and I can contribute, so I am asking for your help.

The Washington Journalism and Media Conference is a once in a lifetime opportunity. As a National Youth Correspondent, I will be recognized as one of the most promising young leaders in journalism and will join others from across the country to share in this unique experience.

I will attend educational seminars, attend speeches by industry leaders and be challenged to work with my peers through simulations and group discussions. In addition to this amazing experience, I will also earn one college credit for my work. I will develop my leadership skills and gain a greater insight into the issues surrounding careers in journalism and the media. You can find more detailed information about the selection process and conference at <https://wjmc.gmu.edu>.

My cost to attend the conference will be \$2650.00, not including my travel expenses. My parents' contribution plus funds I have already raised \$_____, but I still need to raise \$_____. I would greatly appreciate any amount that you might be able to give me. If you would like to sponsor me, please make the check out to (your name), as it will go directly to my travel and conference registration fund.

Thank you in advance for any support you can provide. I will call you soon to follow up.

Sincerely,

Joe