

# Sample Cover Letter

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Creating Words, Inc  
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Mr. Edward Norton, Grant Review Coordinator  
Anytime Foundation  
P.O. Box 0000  
Manhattan, NY 10016

November 29, 2008

Dear Mr. Norton:

Attached is a request for funding from Creating Words Company, a newly organized community writing troupe. The staff and volunteers of the writing company have raised a significant amount of community support for its service to the low income community by providing free work assignments to those who normally can't afford our fees. However, Creating Words Company is facing a shortage of \$25,000 for its first year budget to rent office space in order to carry out our community service. Because of the Anytime Foundation's interest in improving cultural opportunities and engaging low income earners in creative activities in low income neighborhoods, Creating Words Company hopes that the Foundation will provide a grant for the needed funds.

Please feel free to contact me at any time to address any additional questions you may have. You may reach me by any of the means listed at the above.

Thank you for your consideration.

Sincerely,

Harry Husted, Artistic Director / Grant Contact