**Sample Letter**

**It's best to keep letters to state and federal agencies to one page. Give specific details about your organization and projects. Send copies of news clippings and promotional materials you feel will help the recipient better understand your work with the Foundation.**

Date

Title and Name of Official
Office Title
Address
City, FL Zip

Dear Title and Last Name:

We are pleased to report that we have received a $XXX grant from the Gaston Community Foundation. These funds will allow us to (Describe your grant project. Include who it will serve, the benefits to the community and to the region, the major milestones, etc.)

Optional: In addition to the Gaston Community Foundation, we also have received financial support from other contributors, including X, Y and Z.

We invite you to attend our upcoming (event/exhibit/open house/class/etc.).  We would be honored to have you personally see how philanthropic support and grant making makes a difference in our organization. (Invitations are enclosed; the event will take place on, etc.)  In the meantime, I'd like to share our latest newsletter and press releases on our project. (include this information with letter)

Sincerely,
Your Name
Title, Organization