

## Sample Letter

Dear Aunt Sarah,

As you know, for the past year and a half I've been studying music at Missouri State University. It's been an amazing experience as I've gotten to build upon my abilities both in the classroom and during on-campus performances. I've worked hard to push myself musically and academically to succeed in the classroom and beyond. In order to push myself even further, I've decided to enroll in a short-term, faculty-directed study abroad program to Qingdao, China for musical performance. While earning credits towards my degree, I will also gain the experience of performing on an international stage with a widely renowned orchestra.

Students who've participated in this program in the past have gone on to perform professionally around the world, which is a dream of mine. This opportunity is too great to pass up and I'm excited to see what doors this experience will open.

This once-in-a-lifetime opportunity will be partially funded with my existing academic scholarships and a few extra study abroad scholarships I was awarded. However, these funds in combination with my personal savings will come up short of the program fee. The total cost of the program, including airfare and room and board, comes to around \$4,000.

If you could contribute any amount, I would appreciate it more than I can express. And, of course, I'll keep you updated during my trip I've even arranged to live-stream the performance so you can watch from home!

Thank you for being my constant supporter and cheerleader!

Love,

Mary Ellen

### Paragraph 1

Give a quick update on what's happening in your life goals, activities, successes, etc.

### Paragraph 2/3

Connect those goals, activities, and successes to your reasons for studying abroad. Describe your program and what it will add to your educational or professional experience.

### Paragraph 4

Explain your financial situation. Be transparent about costs and how money contributed will be used.

### Paragraph 5

Ask for help. Personalization is good! Don't forget to explain how you'll include contributors in your trip. To make things easy for contributors, consider adding a self-addressed, stamped envelope with your letter or even a personalized URL if your donation campaign is easily accessed online.

### I would like to contribute:

- \$25** Ni hao! Feel your financial pain, but I hope this helps!
- \$50** Glad you're stepping out of your comfort zone! Best of luck!
- \$100** Bring me back something cool! Have fun!
- \$250** I'm feeling extra generous today! Don't spend it all in one place
- Other** I just didn't want to check the other boxes... I'm allowed to be difficult as long as I support you, right?

*Give family and friends options by including a light-hearted note with your letter. It may make it easier for them to choose an amount—and if you're feeling awkward about asking for money, it may relieve some of the tension.*

**Missouri  
State**

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