

**SAMPLE ONLY**

**Letters can be provided by UNLV faculty/staff, students, or community members**

Date

Dear Funding Committee,

My name is \_\_\_\_\_ and I am the [Title] of [Organization / Department]. I have been involved with [Name of Event] since 20xx.

In my involvement with this program, I've seen the growth occur while having limited budget resources. The planning committee has done a remarkable job maximizing every penny that we are allocated from the Director of Admissions.

My favorite part of the event is \_\_\_\_\_ where I have the opportunity to go around and speak with students, parents, and other family members about their love for UNLV. I also enjoy \_\_\_\_\_ [interaction] with the attendees.

It is my firm belief that this program has a tremendous impact on students' experience at UNLV. If it was to be discontinued there would be no other opportunity for students and their families to come together on UNLV's campus.

Thank you for your time and consideration.

Sincerely,

Name

Title

Department/Organization