Dear Kiwanis Club of [Name],

  My name is [Insert Name] and I attend [Insert School Name] as the [Officer Position] of the Key Club. Through my engagement in Key Club, I have been provided with opportunities to serve my home, school, and community. The Florida District of Key Club hosts an annual district-wide conference in early April: District Education and Leadership Conference (DCON).

On behalf of my Key Club, I am writing in request of one-third of the DCON cost to provide some assistance to attend this conference and become enlightened with inspiration to further serve my home, school, and community. This year our DCON will be held at the Rosen Shingle Creek Resort in Orlando, FL. This is one of the most enriching experiences for both our members and officers because everyone who attends will learn various leadership skills and service opportunities. As you know, Kiwanis highly recommends the Key Club DCON as the primary training venue for club officers and members. By financially supporting Key Clubbers to attend DCON, we will reap much knowledge from this event to better ourselves and our impact on our communities and futures.

This year my Club would like to bring [number of] members to DCON. It will cost each individual attendee to this year’s District Convention $[XXX.XX], which will include conference registration, housing, meals, and transportation. The Florida Key Club District office must receive our registration for this event by February 21st, 2018. By that deadline my Club must have the total registration fee of $[XXX.XX] turned into the Key Club District Office. As a Club Officer of one of your Service Leadership Programs, the [High School Name] Key Club hopes that we may receive some financial assistance from our Kiwanis Club. Our members and our club will contribute by paying one-third each.

Thank you so much for taking the time to read through this letter. We are extremely grateful and hope that any capacity of financial support or sponsorship can be made towards letting our Club attend such a fantastic event. I hope to hear back from you soon! Please do not hesitate to contact me at [Email] or call me at [Phone Number] if you have any questions.

Sincerely,

[X Signature]

[Name]

[High School] Key Club