

<Heading>
Your address
<Date>

Optimist Club of Coronado
P.O. Box 181185
Coronado, CA 92178

<Greeting>

<Body>

1. Provide background on your activity (e.g. who, what, why, where).
2. Provide what type of support you request (financial and/or volunteer).

The Optimist Club of Coronado provides support only to Coronado youth.

3. Explain why you need our support (lack of funding/need volunteers for an event).
4. Provide a breakdown of how you would use our support (e.g. purchase equipment/time events).
5. Agree to attend one of our Thursday morning meetings with several of your group members to give a short update on your activity and accept our check or volunteer support (after your request is approved).

<Closing>

<Signature Line>