*Template fundraising letter*

*We recommend that you personalize this letter as much as possible. The more personal and genuine the ask, the more likely that you’ll receive donations.*

Dear <Family, friends, etc.>,

I am planning to attend the College Media Association’s Spring National College Media Convention in New York City this March, and I am very excited about the opportunity. As you know, I’m very involved in <*Publication*> at school, and this convention is the premiere event for college media students and their advisers. It offers more than 250 educational sessions covering topics that are relevant to my work at <*Publication*> and my future career.

I’m also thrilled to be traveling to New York City, the capital of the media industry. I’ll be hearing from New York based professionals in the <*industry you’re most interested in*>. The convention also sets up media tours around the city, so I have the opportunity to tour a place where I might one day hope to work.

<*If applicable*> My school is funding part of the trip, and I am working to pay a portion of the expenses myself. I am looking for donors like you who might be willing to contribute donations of any amount. Donations can be made to me via check or cash, and I’ll use to cover my airfare, convention registration, hotel room, and meals.

Please check out the conference website at cmanycspring.com to learn more. I appreciate your assistance and thank you for your support of my passion. I can’t wait to share my experiences in New York City with you when I get back!

Sincerely,