

Dear (Insert Name),

The Arc of Weld County is seeking the support of \$6,000 from (Insert Organization Name) for our Families in Action project. We think this project captures the values that your organization has by helping individuals with intellectual and developmental disabilities succeed in living their best life.

Our organization, formally established in 1992, strives to help individuals with intellectual and developmental disabilities improve their quality of life through support services and advocacy. The Families in Action project is a two day retreat in the summer for a select number of families with children under the age of 13 with intellectual and developmental disabilities. The retreat focuses on teaching parents valuable advocacy skills that will assist them as they navigate access to services for their child with special needs, while the children engage in fun, camp-like activities with their peers.

The requested funds will allow [750-1000 dollars per family] to participate in the Families in Action project. These general operating costs include lodging accommodations, food, childcare, volunteers needed, etc. Additional information regarding the [Families in Action project is available from our website](#). Please feel free to contact me if you require any further information about the intended use of these funds or if you have any further questions.

Thank you for your time and consideration. I look forward to your response.

Best regards,