



Gathering Letters of Support

1

Generate a list of organizations and individuals that support your project and gather their email addresses. The more there are, the merrier it will be!

2

Design a template letter in Word so it is easily edited by each individual letter writer. If you don't know what to say, search for examples on the internet or reach out to me.

3

Create the body of your email request, describing your project, that you are applying for grant funding, and be clear about the date you want the letter to be emailed back to you by.

4

Send a mass email (recipients in the BCC line) to the organizations and people you are requesting a letter from with your template letter attached. Make sure they know to edit it as they see fit.

Need assistance creating a template letter? Reach out to Breanna at:
Breanna@dottedifundraising.com or (406) 600-2921
www.dottedifundraising.com