

Dear _____

Hello my name is _____. I hope this message finds you well.

I'm writing you today because I recently signed up for a summer community service travel program with **Knowledge on the Run**. We are going to be heading down to Panama to operate a summer sports camp for local students, as well as completing a renovation infrastructure project on a School's kitchen, located in Las Cañas. Access to a high-quality eating space will drastically improve the standard of living for these students on a day to day basis, and we are very excited for the opportunity to help with this project.

I am writing to you today, because we are attempting to fundraise \$4,000 in order to purchase all of the following and more:

Mosquito Nets for windows

Mosquito Protection for the doors to the kitchen

4 tables

16 chairs

2 Ventilators

1 Stove

Paint and Painting Materials

Building tools and Materials

Sporting Equipment including rugby balls, soccer balls, cones, goals, and more.

You can access our GoFundMe page [at the link provided here](#) to make a donation. Donations in any amount will make a huge difference in reaching our goals and completing a great project down in Panama.

If you have any other questions about our trip, the project, or even if you just want to catch up, I'd love to speak with you more about this over the phone or in person sometime.

I hope that you have a great rest of your week and thank you so much for your generosity!

Sincerely,

After a donor makes a donation from your request through a call or email, always be sure to mail a thank you card, or ensure that you express your gratitude in person