

# TEMPLE ISAIAH SEVENTH GRADE FUND

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1234 Main St. • Anywhere, CA 12345 / (555) 555-5555 • FAX (444) 444-4444

## Board of Directors

*NOTE: This section actually contained a full list of the names of all of the students in the class. It was a great way to make them feel official.*

May 11, 2001

«Address1»  
ATTN: «FirstName» «LastName»  
«Address2»  
«City», «State» «PostalCode»

Dear \_\_\_\_\_,

Thank you very much for your grant request to the Seventh Grade Fund. Yours was one of many very worthy proposals received by the Board during this grant cycle. The education we gained through this project was greatly enhanced by your participation. We appreciate the seriousness with which you approached your proposal and the respect you offered us as young people.

Unfortunately, we received requests that greatly exceeded our financial means, and we are not able to meet your request at this time. We wish you the best of luck in pursuing your valuable work. Thank you very much.  
Sincerely,

Aaron Dorfman  
Seventh Grade Fund Advisor

*[sample letter]*