[Name]

[Organization Name]

[Address]

[City, State ZIP Code]

[Date]

[Donor’s Name]

[Organization Name]

[Address]

[City, State ZIP Code]

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

I hope this letter finds you well. If you are unfamiliar with our organization, we [briefly describe your organization’s mission and the community benefit you provide]. We are a locally based nonprofit in [local community/town/county] working hard to keep our shared watershed healthy, to serve the water needs of our community’s residents, local businesses, and agricultural and natural ecosystems, over the long term.

‘Volunteer monitoring’ serves a vital importance in supporting our community-serving mission. **I am writing to request funding to attend the Volunteer Water Monitoring Training at the Flathead Biological Station in May 2025. This funding will go a long way in helping us fulfill our mission, while also giving your business an opportunity to donate to a specific need of our organization, so you’ll know exactly how your donation is being used.**

This training focuses on field monitoring methods and learning for watershed organizations such as ours to implement and improve water quality monitoring programs. This training will provide our program staff/volunteers the opportunity to learn multiple water quality monitoring methods from experts. Knowledge gained at the training will [state how attending the training will benefit your program/project]. Our project/program primary goal [state goal of your monitoring project/program].

**To send X number of staff/volunteers, we are seeking a total funding amount of $X. The funding will be used to cover travel and registration expenses.**

You are welcome to share your business’s philanthropic support of our participation in this training and/or contribution amount publicly, along with how it serves our community and watershed. We would be happy to provide additional information about our organization and monitoring project upon your request. This project will lead to water quality improvements in our watershed and community, and your support would be vital in allowing us to attend.

Sincerely,

[Name]

[Optional: Title]

[Organization]

[Phone Number]