DATE

Dear Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 My name is \_\_\_\_\_\_ and I am a (YEAR) studying \_\_\_\_\_ at Temple University. This (summer/winter/spring), I hope to travel to (LOCATION) to volunteer with a mobile medical clinic organized by MEDLIFE. This organization brings needed medicine, education, and community development projects to some of the poorest areas of South America/Tanzania/India.

 I am very excited to take part in this project; however, I need financial assistance to help fund this endeavor. The expenses related to this trip are roughly $1,500 and any donations to help offset these costs would be greatly appreciated. I encourage you to view the organization’s website, [www.medlifeweb.org](http://www.medlifeweb.org) to get a better idea of the impact MEDLIFE has on the communities they service. Should you choose to support me, please make your check payable to (NAME) by (DATE) and mail it to me at the address below.

I would welcome any questions you may have for me as a possible benefactor of your generosity. Please feel free to call me at (xxx) xxx-xxxx.

I thank you again for your consideration.

Sincerely,

NAME

Home Address