

Making a Conference Funding Request.

Your address

Date

Example request to ...

Mr Jones, Manager,
Shoppers Drug Mart,
162 Main Street,
Kingston,
On, Postal Code.

Dear Mr Jones,

I would like to tell you about a conference that is being held in Toronto in June 2010. It is a conference for people who use Augmentative and Alternative Communication (AAC). I use AAC for communication because my disability makes it very difficult for me to speak.

Enclosed is a brochure for you to look at. Breaking the ICE conference is about **Independence, Community and Empowerment. I would like to attend this conference to learn new skills with a focus on the conference topics. I would also like to know about the many new friendships I can make via my computer and various websites. The Town Hall Meeting which is a highlight of every ICE Conference will offer me a time to share my ideas and to listen to others who communicate by using augmentative communication. *If appropriate you could add something like: "As you know, I use augmentative communication when I visit your drug store."***

I estimate that my expenses will be approximately _____. This would include staying 2 nights at the University of Toronto Residence, the conference registration fee and my travel expenses. My family and friends are helping me raise some of that amount. I am hoping you would like to help me reach my funding goal. I would appreciate any amount you choose to give me. After the conference I would be happy to tell you about the conference and what it meant to me to be able to attend it.

Thank you for considering my request.

Your name

Your phone number

Your email address.