

THANK YOU LETTERS

Due on or before _____

The GGP program is not able to run on tuition alone. It simply does not cover all expenses. We keep tuition as low as possible so that we can accept everyone who qualifies musically. In order to do this, and so that we can offer scholarships to those unable to pay even our modest fees, we ask students **and parents** to write thank you letters to our sponsors.

Keep in mind that our sponsors are under no obligation to help. True, some are our parents or grandparents, but some don't know any of our students personally. They simply feel that what we are doing is important and deserves support.

In order for our sponsors to know that their gifts have been effective, they need to hear from YOU. From the list of sponsors below, select as many as possible to thank. Students through 3rd grade should write at least one letter; 4th through 5th should write three letters. Students 6th grade and up should write five letters — and preferably more, — if you have a computer. Write a general letter and put different people's names on it. Prizes will be given for the best letters.

FOLLOW THESE SIMPLE DIRECTIONS:

1. Write letters on plain white paper (8 1/2 x 11).
2. Use ink or type on computer. Sign your letters in ink.
3. Check spelling (especially sponsor's name!) and punctuation.
4. Do NOT include an envelope: we will mail them all together.
5. In the main body of the letter, tell the sponsor what the GGP has meant to you (or your child) personally.
6. Try to make your letter interesting— no more than one page. We don't want to bore our donors!

USE THE MODEL BELOW:

Date: month, day, year (Example: January 10, 2005)

Name and title of the person you are writing:
(Example: Mr. Francis Perry, Trustee
The Don M. Taylor Trust Fund)

Salutation: (Example: Dear Mr. Perry,) NOTE: If you are writing to a married couple, write (Dear Mr. and Mrs. Perry)

THE MAIN BODY OF YOUR LETTER (See #5 & 6 above)

Closing: (Example: Sincerely,)

Your signature (first and last name signed - in ink)
Your name (first and last - printed)

GGP SPONSORS

HINT: Write people other than your parents or people whom you see on Mondays!

Please check Ms. Murray's email, or ask at the front desk for names of GGP sponsors.