\* This letter is to be modified by the member to include information about them as well as background information about BCYP, and should be used if the applicant is a not member of a club/group or company/organization from which financial sponsorship is being requested. Fill in appropriate information in place of the placeholders in square brackets, and delete this highlighted note.\*

[Your address]

[Date]

Dear Sir or Madam [or title for gender neutrality or a name if known],

I am a local [high school student/resident/etc.], and I have been accepted to represent and serve our community and the youth of British Columbia as a member of the upcoming British Columbia Youth Parliament (BCYP). BCYP is a non-profit, non-partisan parliamentary education and community service organization for youth aged 16 to 21 years. Its members come from across the province to meet in Victoria for five days in December, then return to their home communities to engage in local community service as well as coming together to work on larger initiatives. More information about BCYP can be found online at www.bcyp.org.

Members of BCYP must pay a registration fee of $425 in order to participate, as well as paying approximately $150 for their food expenses while in Victoria, and ensuring that they have parliamentary attire to wear during the five-day session. Travel and accommodation are included in the fee, which serves as a travel pool allowing members from across BC to attend. I am very interested in the opportunity that BCYP provides, however the costs of attending are a hardship. I am writing to you to request sponsorship and financial assistance from [the club/organization/company being contacted] in any amount you would be able to provide. I have already paid my registration fee, but would appreciate any assistance to help with the other costs.

[Provide details of any involvement with the club/group/company/organization or in the community that are relevant to your request. For example, if you are requesting assistance from a service club or group, are you a relative of a member, have you been involved in community activities related to what the club/group does or believes in, are you interested in becoming a member but not yet old enough? If you are requesting assistance from a company or organization, are you a relative of an employee or member, are you a customer or involved with an organization’s programs, do you know that the company/organization is interested in supporting community members or projects?] Successful applicants to BCYP are dedicated, motivated, and community-minded youth who are interested in learning new things and making a difference in the world around them. I feel that through my involvement I would be an excellent choice to represent our community as a member of BCYP.

If you have any questions about the youth parliament, please contact the Registrar of BCYP, Ambrose Yung, at registrar@bcyp.org. If you have questions about my community involvement, or would like to discuss my request, I can be reached at [email and/or telephone information]. Thank you for your consideration, and I look forward to hearing from you soon.

Yours truly,

[Signature]

[Name]