

 200 W. 34th Avenue, #685

Anchorage, AK 99503

**aflaalaska@gmail.com**

[insert date]

**RE: AFLA (Alaskans for Language Acquisition) Donation Request**

Dear Sir or Madam:

*World Language teachers in our state have the opportunity to come together once a year to share ideas and best teaching practices at our annual World Language Teachers Conference in the fall of each year. We also host national speakers at these events. [Specific conference/donation need]*

We humbly request *[Requested item]*, which could be [purpose/use of item] for [people who will benefit/receive item] attending this conference from across our state. Your company’s donation will be acknowledged at the AFLA Conference and in promotional information for the conference attendees. We are happy to promote your business support of our World Language programs throughout the state of Alaska.

AFLA is a 501(c)(3) non-profit organization (Tax ID# 20-0228039) that supports World Language education from Kindergarten through University in the state of Alaska. Thank you for any help you can offer in support of our efforts.

Sincerely,

[your full name]

[your position or role]

*[your email contact information]*

*[your phone number]*