

Alumni Association Capital Project Funding Request

Date: [Insert Date]

Dear [Donor's Name],

We hope this letter finds you well. As proud alumni of [University/College Name], we are reaching out to share an exciting capital project that will enhance our community and improve the resources available for current and future students.

The [describe the project, e.g., "new library building," "student recreation center," etc.] aims to [briefly describe the purpose and benefits of the project]. This project represents an essential investment in the future of our institution and its students.

To bring this vision to fruition, we are seeking funding support from dedicated alumni like you. We believe that your contribution can make a significant difference in the success of this project. We kindly ask you to consider making a donation of [specific amount or range].

Your generosity will not only support the current enhancement of our campus but will also leave a lasting legacy for generations of students to come. All contributions will be recognized in the [mention recognition details, e.g., "donor wall," "project brochure," etc.].

Thank you for considering this opportunity to invest in our future. We are excited about the possibilities this project holds and hope you will join us in making a significant impact.

Sincerely,

[Your Name]

[Your Position]

Alumni Association, [University/College Name]

[Contact Information]