

# Education Subsidy Distribution Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the distribution of the education subsidy designated for extracurricular activities for the [School/Organization Name]. Our students have demonstrated remarkable enthusiasm and commitment towards various extracurricular programs that greatly enhance their overall educational experience.

We believe that with the appropriate financial support, we can further develop these programs, ensuring that every student has the opportunity to participate and benefit from them. The funds will be utilized for [briefly specify how the funds will be used, e.g., purchasing equipment, funding trips, or scheduling events].

Thank you for considering our request. We look forward to your positive response and are happy to provide any further information needed.

Sincerely,

[Your Name]

[Your Title/Position]

[Your School/Organization Name]