

(Date)

(Foundation/Corporation Name)

(Foundation/Corporation Contact Name)

(Foundation/Corporation Address)

(City/State/Zip)

Dear (Foundation/Corporation Contact Name):

**Eastern Washington University** is a student-centered, regionally based, comprehensive university. Its campus is located in Cheney, within the Spokane metropolitan area, with additional learning centers in the region and elsewhere in Washington State. Its mission is to prepare broadly educated, technologically proficient, and highly productive citizens to attain meaningful careers, to enjoy enriched lives, and to make contributions to a culturally diverse society.

The Eastern Washington University Foundation is a non-profit 501(c)(3) corporation, established in 1977 under Washington law to identify, promote, receive, and manage all private gifts from individuals, corporations, foundations, and associations to Eastern Washington University.

Currently, the (project/program/initiative) is seeking (new/additional) funding. This (project/program/initiative – insert brief description NOT to exceed space provided).

In order to achieve this goal, we are seeking \$\_\_\_\_\_ from the (Foundation/Corporation Name).

If we meet the criteria of (Foundation/Corporation Name) for funding, please send/email the necessary requirements for submission of a formal proposal.

Send information to:

(Name of person submitting L of I)

Eastern Washington University

Hargreaves Hall 102

Cheney, WA 99004-2413

or email to: (Name of personal submitting Lof I) \_\_\_\_\_@[ewu.edu](mailto:ewu.edu)

Thank you for your time and consideration in this matter,

(Signature)

(Title)