



123 Somewhere
Street, Suite 4
Anytown, USA,
10001
(123) 456-7890

Date

Ms. Kay Logan
Title
Organization
Address
City, State, Zip

Dear Ms. Logan:

During the past decade, mentoring has become an increasingly popular strategy to improve the lives of young people both nationally and here in Cook County. Mentoring is a unique way of touching children's lives, providing them with the guidance and strength to succeed in school and their communities.

Most of us have had mentors—an aunt, a teacher, a coach, or a pastor—who inspired us to achieve great things while helping us to avoid negative influences and potential barriers. Behind every successful adult is at least one mentor who showed the way. But, not all youth in Cook County are so lucky. Many lack positive role models and struggle to find voices of wisdom and compassion in our community. That's where the Stepping Stones Mentoring Program comes in.

We have been providing high-quality volunteer adult mentors to youth in Cook County since 1998. We currently serve 130 young people through one-to-one relationships at two middle schools. Through these matches, we are able to offer youngsters meaningful educational, recreational and developmental opportunities at a critical point in their lives. The positive results are clear:

- 75% of our mentees improved their grades in key subjects
- 65% of mentees reported improved relations with their family; 55% improved peer relationships
- 83% of parents felt that the program had improved their child's self-esteem, attitudes, and relationships
- Alcohol and substance abuse decreased by 30% in mentored youth

But, for all these successes, there is so much more we could do with your help. Specifically, Stepping Stones is seeking support to expand our program to additional schools in the district and to increase our tutoring and community service components. [If appropriate, make a specific request in line with the foundation's gifts to similar organizations. Also, let them know how the funds would be used: A gift of XXXX would enable us to add XXX youngsters to our program and provide afterschool, homework help to XXX.]

Enclosed is additional information about our program and the lives we are changing in the community. I would appreciate an opportunity to talk with you in more detail about how we can work together to bring mentoring to every child who needs it in Cook County. I will call your office next week to set up an appointment or please feel free to call me at 123-456-7890.

Sincerely,

Your Name

Title

Enclosure: Stepping Stones brochure