<DATE>

<Walsh College Student Government President Name>
Walsh College Student Government Association
Alumni & Student Relations Office
Troy Campus

Dear <President Name>,

The Walsh College Fun Club hereby request funding from the Walsh College Student Government Association in the amount of $500.00 for the purpose of having fun. The benefits to the Walsh College student body include:

1. Opportunity for students to learn networking skills while building their professional network
2. Educate and inform students about the fun aspects of business
3. Fun

Attached is a case of support outlining the benefits.

I am authorized to provide additional information or assurances associated with this request.

Please contact me if you have questions, concerns, or random comments.

Sincerely,

Jane Doe
Treasurer
Walsh College Fun Club
(555) 555-5555
Jdoe123@domainname.edu