Berlin Elementary School – Student Template

Family Name

Address

DATE

Dear [Representative Title and Name],

I am writing you today for help for my school. I am in \_\_\_\_\_\_ grade at Berlin Memorial Elementary School and love coming to school here. Our school has many needs that our town budget cannot accommodate and I’m hoping you’ll be able to help us. We have a very small school district of just the towns Berlin and Boylston. Our little towns are having a hard time finding the funding for some basic needs to keep our school running the way it has been and there are even talks of budget cuts! Is there anything your office can do to help? We really need some support from the state to keep the experience for me and my friends here at Berlin Memorial School a great one!

Sincerely,