

Sample Cover Letter

April 1, 2003

Dear friends of the Academy of Entertainment & Technology:

All of us at the Academy appreciate your support and nurture of the Academy. Now we are asking for your help once again.

The college received an ominous warning in the past week that a vital funding source for our programs, the Carl D. Perkins Vocational and Technical Education Act (VTEA) funding, may be eliminated from the 2004 Federal Budget. I am asking for your support in the form of letters sent on your letterhead to the mailing list, also attached in electronic form. There are two attachments, one with a draft of the letter and another with the mailing labels. You may forward to other interested parties if you wish.

I know we are all busy; however, this is a threat to all interested in the future of California entertainment and technology businesses and students, present and future.

Thank you for all of your work encouraging industry support for our programs. If you have any brainstorming ideas on ways we could improve, please do not hesitate to call.

Sincerely,

Katharine Muller
Dean, Academy of Entertainment and Technology

