

{Insert Date}

Mrs. Kelly Gerdes
Director of Scholarship Programs
Bridge Educational Foundation
Post Office Box 222
Harrisburg, PA 17108-0222

Dear Mrs. Gerdes:

Please allow this letter to serve a formal request for scholarship assistance for eligible families that attend {INSERT SCHOOL} through the Educational Improvement Tax Credit program for the {INSERT SCHOOL YEAR}.

Please see below for my school's current information:

- 1) There are an estimated {INSERT NUMBER} families that would qualify for an EITC scholarship currently enrolled at {INSERT SCHOOL}.
- 2) The tuition at {INSERT SCHOOL} is as follows: {INSERT TUITION COSTS}
- 3) I am requesting scholarship assistance for the families with children in the {PREK OR K-12} grades at my school.
- 4) Our school is located in {INSERT COUNTY}.
- 5) The school's EIN # is: (INSERT EIN #).

I have read and understand the Foundation's policies and procedures. I understand that this letter serves only as a request for scholarship assistance and that it will be reviewed by your Scholarship Approval Committee. If {INSERT SCHOOL} is chosen to begin the application process, I understand that I will be contacted by your Foundation accordingly and will be required to follow your policies and procedures.

Sincerely,

{PLEASE PROVIDE YOUR SIGNATURE}

{PLEASE PRINT YOUR NAME, ADDRESS, EMAIL ADDRESS AND PHONE NUMBER}