



Watertown Area  
United Way



**DATE: April 1, 2021**

**TO: Watertown Area United Way**

**FROM: Jane Doe, Executive Director and John Smith, Board President**

**RE: 2022 United Way Funding**

Dear Watertown Area United Way Allocations Committee,

Our agency would like to express interest in applying for United Way funding for the calendar year 2022. All required documents have been uploaded and submitted with our online application. Thank you for your time and consideration.

If you have any questions or concerns about our application or financials, please call Jane Doe the Executive Director. We have enjoyed serving the Watertown community for over 50 years and have served tens of thousands since the start of our program. In 2020, 1 in 10 people experience hardship and when that happens we help by providing services to local residents.

We look forward to seeing you at the 2021 Allocation Interview on either May 19 or 20.

Just like how the United Way mission statement says "meet the human care needs of local residents" we aim to help the United Way accomplish that goal. Our values are truth, hard work, and community. We feels this aligns well with the United Way mission and work you continue to support in the Watertown Area.

Sincerely,

*Jane Doe*

Jane Doe, Executive Director

*John Smith*

John Smith, Board President

Mission Statement  
Vision Statement  
Values  
Est. 1970