

[LOGO HERE]

Agency Name  
Agency Contact  
Contact Information  
Website

[DATE]

**TO: Watertown Area United Way**  
**RE: [YEAR] Watertown Area United Way Allocation**

Dear Watertown Area United Way,

The [AGENCY NAME HERE] would like to express our interest in applying for United Way's funding for the 2025 calendar year to support our [PROGRAM NAME HERE] program. All required documents have been uploaded and submitted within our online application. Thank you once again for the opportunity to apply for funding. We hope to be a terrific partner for the Watertown Area United Way to achieve *the annual goal and serve [TARGET AUDIENCE]*. Our office would be willing to loan [#] executives this campaign season to help with campaign packets or to speak at rallies with volunteers.

If you have any questions about our application or the financials provided, please call Jane Doe the Executive Director at 605-###-####. We have enjoyed serving the Watertown community for over [LENGTH OF TIME] and have served [###] since the start of our program. Last year, [STATISTIC OR BRIEF STORY HERE.] Our program helps those in need by providing services to residents. If granted United Way funding, then dollars will stay in the Watertown Area to serve Watertown residents.

We look forward to seeing you at the [YEAR] Allocation Interview in May at Lake Area Technical College.

Our mission statement and values align well with the United Way mission statement. Together we will continue to support residents by meeting human care needs.

Professionally,

*Jane Doe*

Jane Doe, Executive Director

*John Grant*

John Grant, Board President

Mission Statement  
Vision Statement  
Values  
Founding Date