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Agency Name
Contact Information
Website

April 1, 2022

TO: Watertown Area United Way Allocations Committee
FROM: Jane Doe, Executive Director and John Smith, Board President
RE: 2023 United Way Funding

Dear Watertown Area United Way Allocations Committee,

The [AGENCY NAME HERE] would like to express our interest in applying for United Way's funding for the 2023 calendar year to support our [PROGRAM NAME HERE] program. All required documents have been uploaded and submitted within our online application. Thank you for your time and consideration. Once again we hope to partner with United Way to serve [TARGET AUDIENCE] and achieve [DESIRED OUTCOME].

If you have any questions or concerns 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 50 years and have served tens of thousands since the start of our program. In 2021, 1 in 10 people experienced [OBSTACLE]. 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 2022 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 local residents by meeting human care needs.

Professionally,

Jane Doe

Jane Doe, Executive Director

John Smith

John Smith, Board President

Mission Statement
Vision Statement
Values
Est. 1970