



Date: October 7, 2011

Subject: Volunteer Program in Ghana for [Your Name]

Dear Friend of [Your Name]:

My organization Cosmic Volunteers has warmly accepted [Your Name] into our international volunteer programs in Ghana in west Africa. [Your Name] will be volunteering at an orphanage in the town of Kpando, Ghana for five months from April – September 2011.

We would like to request your assistance in providing this unique and worthwhile volunteering opportunity for [Your Name]. The cost of her trip will be approximately \$5,000. The major expenses include round-trip airfare, meals & accommodations, vaccinations, visa fees, and the program fee. Your sponsorship would be greatly appreciated to help defray these considerable expenses.

In Kpando, [Your Name] will assist at the orphanage with teaching English and basic math classes, playing games, arts & crafts, organizing sports activities, and generally providing the children with caring and quality time. The orphanage cares for 30+ children, ranging from infants to 12 years of age. [Your Name]'s trip will be a unique opportunity to help Ghanaian children while learning first-hand about the culture and people of Ghana.

[Your Name]'s trip is being arranged and managed by Cosmic Volunteers, an organization I founded in 2001. Cosmic Volunteers is a Philadelphia-based, 501(c)(3) charity that sends 150+ volunteers each year to 15 countries in Asia, Africa, and Latin America. We are a secular, non-governmental organization that receives all of its funding from volunteers' program fees.

To make a donation on behalf of [Your Name], please send a check or money order payable to "Cosmic Volunteers" to the address below. Please be sure to indicate that your donation is for [Your Name]. All donations are tax-deductible for US taxpayers, as we are a tax-exempt organization. We will mail you a tax receipt letter via postal mail (please include your address).

If you have any questions or would like additional information, feel free to call me anytime at 215-609-4196 or email me directly at scott@cosmicvolunteers.org.

Regards,

Scott Burke
Founder & Director
Cosmic Volunteers, Inc.