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ascensionchamber.com

<<Name>>

<<Title>>

<<Business>>

<<Address>>

<<City, State Zip>>

Dear <<Name>>:

Greetings from <<project name>>! I hope this message finds you well. I am writing today to tell you about our project for Leadership Ascension and to explore how you may be able to help. As you may know, the Ascension Parish Chamber of Commerce began its Leadership Ascension program in 1995 to educate and prepare future leaders within Ascension Parish. Since its inception, the Leadership Ascension program has become renowned as one of the preeminent leadership programs in the region.

The main goal of the Leadership Ascension Foundation is to facilitate and maintain fundraising monies to be distributed to local charitable projects in the Ascension Parish area. This corporation allows for donors to take advantage of tax benefits offered for charitable and educational purposes as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954.

Our project...<<introduce your project or give details of a fundraising event organized by your group. This paragraph may also specify the total amount required through donations and the deadline set to complete the monetary collection. Give details about the work being done by your group. You should give details about who are involved, precious monetary collections, budgetary allocation of funds and the number of people benefiting through this exercise.>>

<<Use this paragraph to provide your contact information in case the reader needs clarification. You may state that you will follow-up the letter with a phone call within a specified time frame.>>

Regards,

<<Name>>

<<Position>>

<<Project Name>>