**Business Letter**

*(Include a copy of the “Volunteer Task List” and “What Steps Do I Take?”)*

Good day!

Income inequality is driven largely by a lack of access to college. College graduates are more likely to be employed, vote, take part in the political process and engage in their communities through civic service. The economic health and social viability of a democratic society is determined by the education of its citizens. One way to increase the number of students who seek education beyond high school is to ensure students apply to college in a timely and supported manner.

**<ORG NAME>** is taking part in a successful national initiative through its partnership with GEAR UP, the Oklahoma College Access Network (OK-CAN) and the Oklahoma College Assistance Program (OCAP).

**<ORG NAME>** will participate in College App Week with many other schools and organizations across the state this fall. The goal is for all seniors to have an opportunity to receive hands-on assistance as they complete their college applications. For many students, particularly those who do not have an immediate family member who attended college, applying to college can be overwhelming. Having someone to encourage and help them navigate the college application process can open the door for students to pursue a postsecondary education.

**<ORG NAME>** is hosting our event on **<INSERT DATE>**,at **<INSERT TIME>**. We would like to ask for your support. Please consider: 1) providing volunteers to assist students with their applications on the day of the event (see attached for a list of volunteer responsibilities); and/or 2) offering resources to cover application fees for students who can’t afford them and don’t qualify for fee waivers. Another attachment outlines the cost of application fees for each public college and university in Oklahoma.

College App Week is part of a national initiative sponsored by the Kresge Foundation, the Lumina Foundation, and The Bill and Melinda Gates Foundation for the American Council on Education. On the state level, the project is endorsed by the State Secretary of Education’s office, the Regents’ Chancellor, the Oklahoma State Department of Education and the Oklahoma State Chamber.

We hope you will consider supporting our college App Week efforts. Together, we can make the **<INSERT TOWN>** community more of a college-bound population by providing services that help our students reach their dream of a college education. Please contact me at **<INSERT PHONE>** or **<INSERT EMAIL>** for more information.

Sincerely,

**<INSERT SIGNATURE LINE>**